

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street  
Yreka, CA 96097  
Ph: (530) 842-1644 • Fax: (530) 842-1646

## Vacancy Announcement

The Karuk Tribe Housing Authority is now accepting applications for the positions of:

### ***KTHA – Construction Crew Lead Carpenter***

This is a full time position based in Happy Camp at the Karuk Tribe Housing Authority.

The Construction Crew Lead Carpenter shall work under the Construction Manager to construct projects as assigned for the Karuk Tribe Housing Authority.

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) **Tribal (TERO) and Veteran** shall apply. If selected, applicants must successfully pass a drug screening test and criminal background check.

**Individuals interested in applying for this position must submit an employment application to Vickie Simmons, Human Resource Director by mail or e-mail ([vsimmons@karuk.us](mailto:vsimmons@karuk.us))**

**Deadline: October 2, 2017 by 5:00pm.**

*Position Posted On: 9/21/2017 10:59 AM*

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street  
Yreka, CA 96097  
Ph: (530) 842-1644 • Fax: (530) 842-1646

## POSITION DESCRIPTION

- Title:** Construction Crew Lead Carpenter
- Reports To:** Construction Manager
- Location:** Job site with Optional Company Provided Travel from Happy Camp
- Salary:** \$22.00 to \$25.00 per hour, depending on experience
- Summary:** The Construction Crew Lead Carpenter shall work under the Construction Manager to construct projects as assigned for the Karuk Tribe Housing Authority.

**Classification:** Full time, Regular, Non Exempt

### Responsibilities:

1. Shall assist Construction Manager with all projects assigned to the Construction Crew with duties to include but not be limited to paperwork, estimating time and materials, procurement, and ordering.
2. Shall perform a variety of tasks involving physical labor for building and construction projects.
3. Shall read and interpret construction design documents and specifications, including performing building and utility site layout.
4. Shall perform all site work as assigned by supervisor including but not limited to clearing and preparing sites, trenching, setting braces for excavation, erecting scaffolding, installing utilities and infrastructure including working with utility providers, cleaning up rubble and debris or other waste materials.
5. Shall perform construction tasks as assigned by supervisor including but not limited to: demolition, carpentry including all tasks from layout to finishes, appliance installation, painting, drywall, plumbing, mechanical, electrical, concrete, masonry, and roofing.
6. Shall operate hand and power tools of all types including but not limited to: shovels, rakes, drills, saws, nail guns, air hammers, earth tampers, cement mixers, paint sprayers, small mechanical hoists, surveying and measuring equipment.
7. Shall operate heavy equipment including but not limited to backhoe, excavator, compactor, and dozer.
8. Shall work with crew members and laborers to assist them in proper construction methods.

9. Shall assist Construction Manager with ensuring timely completion of assigned projects.
10. Shall assist craft workers on the job site as directed by Supervisor when necessary.
11. Shall be receptive to learning and improving construction methods from the Supervisor and co-workers.
12. Shall facilitate harmonious working relationships and permit prompt resolution of problems and conflicts as they occur.
13. Shall maintain a professional appearance while on duty or on the job site, including use of professional language, posture, and wearing of appropriate clothing and footwear.
14. Shall adhere to all safety measures including wearing appropriate personal protective equipment.
15. Shall maintain a clean and safe job site by picking up all tools and equipment and securing the job site daily to eliminate potential hazards.
16. Shall be flexible and able to report to work at various project sites throughout the KTHA Service Area (Siskiyou and Humboldt Counties) and be available for local and out of the area travel as required for job related training.
17. Shall attend all required meetings and prepare reports as requested.
18. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain effective communication with contractors, KTHA and Tribal staff, and the public.
4. Have the demonstrated ability to understand and follow oral and written instructions.
5. Must be able to demonstrate ability to properly and safely operate heavy equipment prior to use.

**Requirements:**

1. Must have demonstrated knowledge and at least five (5) years' experience in residential construction and remodeling trades, practices, procedures, techniques, tools, equipment, and materials.
2. Must be able to read and interpret construction designs documents and specifications.
3. Must be physically able to perform all tasks as outlined in this position description, and willing to submit to a medically supervised physical to demonstrate that ability, if requested.
4. Contractor's license preferred, but not required.

5. Familiarity with federal procurement standards and Native American Housing and Self Determination Act (NAHASDA) regulations is preferred.
6. Must have basic mathematical skills necessary for taking and computing measurements.
7. Must be able to exert maximum muscle force to lift, push, pull, or carry objects weighing at least 50 pounds and perform physical activities that require considerable use of arms, legs and moving whole body such as handling tools, lumber, and building materials, climbing ladders up to 60 feet, lifting materials up to 80 pounds, balancing, walking, stooping, crawling for up to 50 feet, and handling materials.
8. Must be able to work with little supervision when required, and recognize when to ask for assistance.
9. Must have sound knowledge of construction safety measures.
10. Must possess a basic tool belt including framing/finish hammer, speed square, tape measure, 9" level, cat's paw, and nail punch.
11. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
12. Must adhere to confidentiality policy.
13. Must successfully pass a drug screening test and criminal history check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Commission Approved Date:** February 9, 2015

**Council Approved Date:** February 26, 2015

**Employee Signature:** \_\_\_\_\_

**Chairman Signature:** \_\_\_\_\_