

CURYUNG TRIBAL COUNCIL JOB DESCRIPTION

HOUSING DEPARTMENT SUPERINTENDENT

JOB OBJECTIVE:

Supervise tribal housing projects as directed by the Tribal Administrator.

QUALIFICATIONS:

- Experience in project management, preferably public or Indian Housing.
- At least three years' experience in the construction industry, including experience in one or more of the following trades; Carpentry, Heavy Equipment Operation, Plumbing, Electrical, Pipe/Utility Installation, Concrete Work, or Welding.
- Carpentry, Construction Management, Plumbing, and or Electrical certification preferred.
- High School Diploma or Equivalent and valid Alaska Driver's License required.
- Must have good teamwork skills and attitude.
- Ability to work well with others or in a group.
- Ability to communicate with project staff, management and partnering agencies.
- Willingness to work in a variety of situations on the job or at the jobsite.
- Able to carry equipment and supplies up to 100 pounds.

DUTIES & RESPONSIBILITIES:

- Work with project staff and Tribal Administrator to promote a safe and healthy work environment.
- Manage construction projects from initial site assessment through project completion.
- Procurement of materials, including materials list and budget development.
- Work with Tribal Administrator to coordinate project documentation and schedule.
- Provide craftsman work including general carpentry and light plumbing, as well as perform a variety of manual labor tasks on the job site.
- Move, lift, carry, and handle supplies, equipment, building materials, etc.
- Drive vehicle to project site as well as port facilities, load and unload materials.
- Shovel, wheelbarrow, clean, and care for tools, materials and equipment.
- Clean up work areas, remove trash and debris as needed.
- Observe and comply with all Federal, State, and local ordinances.

WAGES: \$25 per hour

REPORTS TO: Tribal Administrator