



Ruby Tribal Council
P.O. Box 210
Ruby, Alaska 99768
(907)468-4479
(907)468-4474 Fax

JOB DESCRIPTION

Job Title: Carpenter
Location: Ruby
Supervisor: Tribal Administrator/ Foreman
Pay Rate: DOE
Status: Full-time
Open: May 12 2025
Close: until filled

JOB SUMMARY: Incumbent(s) will be responsible for performing carpentry work on designated Ruby Tribal Council construction projects.

ESSENTIAL FUNCTIONS: Job incumbent will:

1. Perform day-to day carpentry activities in the construction of RTC structures.
2. Determine labor requirements and dispatch workers to project sites. Assign, prioritize, schedule and monitor the work of the carpentry crews.
3. Confer with the Foreman and other construction staff (e.g. mechanics/plumbers) as applicable to discuss and resolve field procedures, complaints and construction problems.
4. Supervise and oversee the work activities of field (temporary) personnel including assigning and monitoring of work, training, and evaluating performance.
5. Inspect and review projects to monitor compliance with environmental and safety and other related regulations.
6. Interpret specifications and explain plans and appropriate construction methods to workers as needed.
7. Safely operate equipment and tools on project sites.
8. Ensure maintenance of equipment on project sites.
9. Oversee work progress, equipment and construction sites to verify safety and ensure that project specifications and deadlines are met.
10. Assist field crew in diagnosing equipment failures to ensure safety, cost efficiency and production.
11. Complete/prepare required paperwork including work orders, reports, daily logs, timesheets, material/equipment requisitions and inventory reporting and personnel actions.
12. Attend meetings as requested.
13. Conduct safety meetings with crews as required.

14. Work jointly with Foreman to coordinate projects and deadlines.
15. Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS:

1. Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision making skills.
2. Track record of networking, teamwork and excellent communication skills.
3. Must have strong time management skills.
4. Self-motivated and able to grasp new concepts quickly.
5. Willing and able to multi-task.
6. Ability to take initiative to identify and propose new tasks and procedures.
7. Ability to perform detailed work with a high degree of accuracy on multiple, concurrent tasks with frequent interruptions.
8. Knowledge of management principles involved in planning, resource allocation and production methods and the ability to apply in overseeing and performing construction project activities.
9. Knowledge of and ability to use carpentry equipment, machines, tools, methods and materials.
10. Knowledge of relevant regulations, policies, procedures, and strategies to ensure environment and safety standards, including occupational hazards and safety precautions, industry standard practices, and procedures involved in building and modernization efforts.
11. Ability to interpret technical plans, specifications, blueprints and drawings and apply design techniques, tools, and principals involved for production.
12. Ability to perform a variety of tasks involving strenuous manual labor.
13. Ability to effectively provide guidance and supervision to project employees.
14. Ability to ensure that proper safety and incident reporting procedures are followed.
15. Ability to meet project schedule with dependability and consistency.
16. Ability to work long days/hours and in inclement weather conditions.

SUPERVISION: Incumbent may need to supervise laborers' tasks.

PHYSICAL DEMANDS: Incumbent will be required to work the majority of hours in uncontrolled environment, and will need to be able to quickly respond to a change in work demands. This position requires the ability to maneuver up to 100lbs, climb on and off equipment and construction structures as well as stand, walk, and operate tools and equipment for long periods of time.

SUMMATION: Job incumbent must be able to work both independently and as part of a team, be on time to work, be able to maneuver up to 100lbs, be able to perform carpentry work to specification of blueprints/design.