

Position Announcement

Position Title: Construction Manager – Nulato
Status: Full-Time, 40 hours per week, 2080 hours per year
Salary: Depending on Experience, Benefits Included

Qualifications:

Seeking an individual to support construction in Nulato, Alaska. The primary responsibility for this position will be to lead all tribal construction.

Responsibilities:

- Overseeing and managing all aspects of residential home building and other wood-based projects, including budgets, design, reporting, crew and scheduling.
- Perform quality checklists to verify work meets performance standards.
- Bidding and pricing projects as necessary.
- Facilitate with trade contractors and vendors answering questions regarding plans, specifications, and logistics.
- Quality control of a standard building process with instruction to trades of set standards.
- Inventory and quality control of each site.
- Will be in direct, daily communication with coordinators, partners, governing agencies and clients.
- Must be able to create an essential partnership with each customer as well as your team through excellent communication and management of each job.

Requirements:

- Knowledge and experience using Microsoft Office products and email.
- Comfortable using website applications to coordinate activities, store files, and enter data as needed.
- Be technical in nature, the individual will be expected to learn general information about the major projects of the office and key terminology.
- Applicants must be U.S. citizens.
- 5 years of residential construction experience.
- Ability to read blueprints, manage and schedule directly with trades, supplier, etc.
- Ability to perform physical tasks common to carpentry as necessary (lifting, kneeling, bending, crawling, standing, climbing, repetitive motion, use of hand tools, etc.).
- Ability to troubleshoot and solve problems in a high-volume situation.

Education and Experience

- High school diploma or GED
- Two to five years' experience in a professional office environment is required.
- State of Alaska Residential Contractor Endorsement preferred.

Deadline: Open Until Filled – 1st application review date: 12/15/2025

Under the authority of Public Law 93-638, Indian Preference shall be given to the applicant(s) who meet minimum qualifications pursuant to Nulato Tribal Council's Personnel Policies and Procedures.

Employment Application

NULATO TRIBAL COUNCIL

P.O. Box 65049

Nulato, AK 99765

(907)898-2339

Primary Job

Experience/Interest

Secondary Job

Experience/Interest

(LAST NAME) (FIRST NAME) (MI) (MAIDEN)

Social Security Number M / F Sex Mailing Address Street Address

City State Zip Code Home Phone

Work Phone Message Phone Message Phone

EQUAL OPPORTUNITY EMPLOYMENT. Nulato Tribal Council is required by Federal Law to have an affirmative action program which will ensure fair employment practices. The following questions are made in conformance with the Administration on Fair Employment Practices. Actions taken will not be based on race, sex, national origin, nor other non-merit factors.

Labor Force: Employed Unemployed In School Ethic Group: Alaska Native American Indian White Black Hispanic Asian Other

Union Member: Yes No If yes, name:

Dues Current: Yes No Card: A B C D

Highest Grade Completed: 0 1 2 3 4 5 6 7 8 9 10 11 12 GED

Date Last Name & Address of Grade or High School

Attended: Last Attended:

List current professional licenses, certificates and/or registrations that are required for the job you are applying for:

List machinery or equipment you are qualified to:

Operate: Repair:

Name & Location of School Dates Attended Semesters Earned Graduated? Yes/No Degree & Year Major/Minor or Subjects Taken

THE NULATO TRIBAL COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER WITH INDIAN PREFERENCE AS REQUIRED BY OUR CONTRACTS

Yes No

____ I am a veteran. If "yes", list dates, branches and type of discharge: _____
____ I have been convicted of a misdemeanor or felony within the last five years. If "yes",
detail: _____
____ I have a physical or emotional handicap which would affect my work performance. If
"yes", detail: _____
____ I am a U.S. Citizen, or I am a resident alien with a work permit issued by U.S.
Department of Justice.
____ I have a current valid Alaska Drivers License. If "yes", list number: _____
Date expires: _____
____ I am under 18 years of age. If "yes", can you furnish a work permit? Yes _____ No _____
If "no", explain: _____
____ I am enrolled as a Doyon shareholder.

I am a resident of Alaska from _____ to _____.

I will accept a position requiring travel to the following extent: _____ No Travel _____ Occasional
_____ Frequent _____ Continuous _____ Remote Areas

I am available to work: _____ Full-time _____ Part-time _____ Short-term
_____ Shift-work _____ Rotating

I will be able to report to work _____ days after notification.

IF THE JOB CLASS HAS A TYPING REQUIREMENT, COMPLETE THE SELF-CERTIFICATION STATEMENT. TYPING SKILL
CERTIFICATION: I can type at a speed equal to or greater than _____ wpm with fewer than _____ total errors.

LIST REFERENCE CONTACTS OTHER THAN FRIENDS OR RELATIVES:

1. _____	2. _____
Name _____	Name _____
Address _____	Address _____
_____	_____
Phone Number _____	Phone Number _____

CERTIFICATION OF APPLICATION: I hereby certify that all information made on or in connection with this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation or concealment of material fact will be sufficient ground for rejection of my application, removal from the eligible list, or removal from employment.

Signature

Date

An employee may be terminated with, or without cause
when it is for the benefit of the company.

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EMPLOYMENT RECORD: List most current job first for the last five years or more if job history relates to primary or secondary employment interest.

Job Title: _____ Start _____ Termination _____
Employer _____ Date: _____ Date: _____
Name: _____ Address: _____

Duties include machines or equipment used, supervision, etc.: _____

Hourly _____ Hours per _____ Reason for _____
Wage \$ _____ Week _____ Leaving _____

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EMPLOYMENT APPLICATION SUPPLEMENT
OPTIONAL INFORMATION

The optional information form is for the purpose of assisting NTC in qualifying your application for Indian Preference contracts.

Name: _____

Village Corporation: _____ Regional Corporation: _____

Place of Birth: _____ Date of Birth: _____

Tribe & Degree of Native Blood: _____

Additional Information/Comments: _____

Yes ☐ No ☐

I authorize the Nulato Tribal Council to disseminate information to employers for the purpose of assisting me in obtaining a job. If no, I require a personal contact prior to referral.

Signature _____

Date _____

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Position Announcement

Position Title: Construction Foreman
Status: Temporary/Seasonal, Days and Hours may vary based on project schedules, locations and workload
Salary: Dependent on Experience

Job Summary:

Performs journeyman level working several trades at least 60% of the normal workday, with a staff of four or more regular employees.

Essential Functions:

- Exercises general supervision over crews consisting of semi-skilled and unskilled employees.
- Prioritizes, schedules, assigns and monitors work of crews.
- Responsible for signing out and returning all tools owned by the Nulato Tribal Council.
- Completes required reports and records.
- Performs inspections at every level of construction projects.
- Crew foreman may act on behalf of the Construction Manager as required or assigned.
- May provide surveillance of work done by contractors.
- May prepare work orders, reports, timesheets, material/equipment requisitions and other inventory control methods and personnel actions.
- May make estimate of labor, time, costs and materials.
- May offer recommendations in hiring employees and/or contractors.
- Performs other related duties as required or assigned.

Knowledge, Skills and Abilities

- Methods, tools, practices and systems used in the mechanical, plumbing, electrical, carpentry, cement/masonry and painting trades. Occupational hazards and safety precautions, standard practices, processes and materials involved in each trade relating to general building maintenance and to grounds and equipment maintenance.
- Work harmoniously with other employees, residents and the public. Perform moderately heavy manual labor, in or outdoors, with required strength and agility and to work under adverse weather conditions, if necessary, such as heat, cold and around mechanical equipment, chemicals and tools.
- Supervise work tasks performed by a small group of semi-skilled or unskilled workers to provide surveillance of contractor work product.
- Make and work from sketches or plans for improvement or alteration of buildings or equipment and to fully implement all such work. Meet the public effectively and give information regarding Nulato Tribal Council Policies and Procedures.
- Ability to perform a variety of tasks involving strenuous manual labor.
- Knowledge of and ability to apply first aid.
- Ability to effectively provide guidance and supervision to project employees.
- Ability to ensure that proper safety and incident reporting procedures are followed.
- Ability to meet project schedules with dependability and consistency.
- Ability to work long days/hours and in inclement weather conditions.

- Ability and willingness to travel extensively to remote areas, including extended and overnight travel, in performing functions of this position regardless of the time of year.

Supervisory Responsibilities

- Directly supervise the activities of the crew.

Qualifications

- Four years of apprenticeship training or five years of journeyman experience in construction or maintenance of buildings, electrical, carpentry, plumbing or mechanical trades work, or any combination of experience and training.
- Valid State of Alaska driver's license.

Preferred

- This project is being performed under the Cooperative Labor Agreement and requires all workers to be in or become members of the Labors Local 942 or Operators 302 as defined in the agreement.

Working Environment

- Much of the work is performed outdoors in inclement weather conditions for extended periods of time.

Physical Demands

- An individual will be required to work the majority of hours in an 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 100 lbs., climb on and off equipment and construction structures as well as stand and walk. The individual will need to operate tools and equipment for long periods of time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. It is NHA's business philosophy and practice to provide reasonable accommodation, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

Required Tools the Candidate will bring to the position

- Foreman and carpenter should have a tool belt with at least one of each of the following tools/items:
 - (1) 30' measuring tape
 - (1) speed square
 - (1) chalk line
 - (1) hammer
 - (1) pliers
 - (1) flat bar
 - (1) nail set
 - (1) carpenter pencil
 - (1) utility knife
 - (1) phillips and 1 flathead screw drivers
 - (1) wood chisel
 - (1) nail puller

Interested people are encouraged to stop by the Tribal Council offices for a job application.

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Yes No

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