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

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

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

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EMPLOYMENT APPLICATION SUPPLEMENT OPTIONAL INFORMATION

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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:
 - o (1) 30' measuring tape
 - o (1) speed square
 - o (1) chalk line
 - o (1) hammer
 - o (1) pliers
 - o (1) flat bar
 - o (1) nail set
 - o (1) carpenter pencil
 - o (1) utility knife
 - o (1) phillips and 1 flathead screw drivers
 - o (1) wood chisel
 - o (1) nail puller

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

Employment Application

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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 APPLICATION SUPPLEMENT OPTIONAL INFORMATION

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