



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
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JOB ANNOUNCEMENT

Openings for Various Level Construction Carpenters

Summary: The Craig Tribal Association is recruiting for **THREE** full-time, seasonal Construction Carpenters in the Craig Tribal Office. These positions will work both independently and together to perform a variety of duties necessary to begin construction of the new 4Plex. The duties will include but not be limited to:

- Install exterior siding
- Install gutters/downspouts
- Install HRV systems/educate homeowners
- Install fans; add smartswitch
- Install insulation
- Install counters/walls
- Install flooring/walls/baseboards/windows
- Level/build foundation

Authority: The Construction Carpenters will be directly accountable to the Housing Department Manager and under the general supervision of the Tribal Administrator for the performance of assigned duties and responsibilities. This position is Seasonal, Full-time, Non-Exempt.

Qualifications:

1. High School Diploma or a GED. All skill levels encouraged to apply.
2. Knowledge of safe work practices.
3. Knowledge of building construction and heating systems.
4. Experience working on roofs.
5. Experience with basic residential ventilation systems such as bathroom and kitchen fans.
6. Experience setting various types of countertops.
7. Ability to provide services and represent the organization directly to the general public.
8. Ability to maintain confidentiality regarding programs and clients.
9. Under the authority of P.L. 93-638, Indian Preference may be given to the applicant who meets the minimum qualifications pursuant to the Craig Tribal Association's Personnel Policies & Procedures.
10. Successful applicants will be required to pass pre-employment urinalysis.

CLOSING DATE: June 12, 2019 at 4:00 PM

Posted: May 31, 2019

By: Anna Guthrie, Tribal Administrator

You may submit a cover letter, resume and application to: tribal.admin@craigtribe.org
Please indicate in your cover letter which position you are applying for.

LEAD CARPENTER POSITION SUMMARY:

The Lead Carpenter Position will require carpentry related to building of privately owned and occupied homes, including foundation stabilization, roof replacement/repair, gutter installation, wall and flooring repairs, site drainage improvements, etc. The Lead Carpenter is responsible for materials ordering and scheduling, permitting, and other general project coordination activities. Rehabilitation projects include responsibility for coordination of work with homeowners. Position will provide on-site coordination of duties for project carpenters and laborers. This position is primarily on-site, in the field and may involve work at multiple job sites during a workday.

CARPENTER POSITION SUMMARY:

The Carpenter position is a craftsman with a skill and experience level greater than a helper or laborer, but less than a Lead Carpenter. The Carpenter will generally utilize a smaller tool inventory than a Lead Carpenter and may need direction to perform more advanced carpentry skills. The Carpenter must possess sufficient carpentry skills and knowledge to safely work alone. This position is on-site, in the field and may involve work at multiple job sites during a workday.

CONSTRUCTION LABORER POSITION SUMMARY:

Performs any combination of duties necessary to improve home health and safety, usually working in a utility capacity, transferring from one task to another where demands require a worker with varied experience and ability to work without close supervision. Must be able to safely use a variety of hand and power tools. Work is usually performed with other workers.