



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
Fax: 907-826-3997

JOB ANNOUNCEMENT

Openings for Various Level Construction Carpenters

Summary: The Craig Tribal Association is recruiting for carpenters in the Craig Tribal Office. These positions will work both independently and together to perform a variety of duties necessary to improve home health and safety. The duties will include but not be limited to:

- Repair/replace exterior siding
- Install gutters/downspouts
- Replace HRV systems/educate homeowners
- Install/repair fans; add smartswitch
- Install insulation
- Repair counters/walls
- Replace flooring/walls/baseboards/windows
- Level/repair 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 home repair and heating systems.
4. Experience working on roofs.
5. Experience with basic residential ventilation systems such as bathroom and kitchen fans.
6. Some 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.

CLOSING DATE: September 30th at 4:30 pm

Posted: September 23, 2016

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.

See page 2 for position summaries.

CARPENTER POSITION SUMMARY:

Position will require carpentry related to residential repair/rehabilitation of privately owned and occupied homes, including foundation stabilization, roof replacement/repair, gutter installation, wall and flooring repairs, site drainage improvements, etc. 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.