



Craig Tribal Association
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Craig, Alaska 99921
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JOB ANNOUNCEMENT

Carpenter's Assistant

Summary: The Craig Tribal Association's Housing Department is recruiting for a Carpenter's Assistant. This position works as a team member to assist the journeyman level Carpenters to perform a full range of residential carpentry to improve home health and safety. This position requires general knowledge and know-how to perform a variety of duties at a skill level higher than that of a laborer. The duties will include but not be limited to:

- Repair/replace exterior siding
- Install gutters/downspouts
- Repair/educate on HRV systems
- Install/repair fans; add smartswitch
- Install insulation/sheetrock
- Repair counters/walls
- Replace flooring/walls/baseboards/windows/trim
- Level/repair foundation

Supervision: Works directly under the Carpenter Foreman and under the general supervision Housing Department Manager.

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. General knowledge of home repair, heating and ventilation systems.
4. Experience working on roofs and associated tasks (e.g. fascia, soffit, ridge vent installation).
5. General knowledge of finish carpentry such as setting cabinets and countertops.
6. General knowledge of window installation including insulation and trim.
7. Ability to provide services and represent the organization directly to the general public.
8. Ability to maintain confidentiality regarding programs and clients.
9. Ability to work through difficult situations in a considerate and positive manner as a part of a team.

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.

The Craig Tribal Association will conduct background checks and both pre-employment and random drug testing as a condition of employment.

CLOSING DATE: April 26th at 4:30 pm

Posted: April 12, 2017

By: Anna Guthrie, Tribal Administrator