

JOB VACANCY ANNOUNCEMENT

Opening Date:	May 8, 2018	Closing Date:	Until Filled
Position:	<u>Construction Laborer</u>	Reports to:	Program Manager
Salary/Wage:	Grade 6; \$23.47 - \$25.91/HR DOE	Department:	Construction
Hours:	Mon-Fri; 8:00am - 5:00pm	Location:	ASNA

Brief Summary:

Perform manual labor in support of the Construction Department and assist the Construction Manager in maintaining all Arctic Slope Native Association (ASNA) units.

Manual labor in support of construction work activities including construction, repairs, demolition, shoveling snow and cleanup.

Must demonstrate the ability to perform all assigned duties in a proficient manner.

Other duties might include some carpentry, painting, dry wall repair, and assisting with heating and plumbing work on ASNA housing units.

Must maintain consistent and punctual attendance.

Must be willing to work safely and follow all company policies.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certification and Licensure:

- Valid Alaska Driver's License.
- HAZMAT certification preferred.

Education:

- High School diploma or general education degree (GED).

Desired Knowledge, Skills and Abilities:

- Knowledge of weatherization requirements
- Three years of relevant experience and/or training.
- Carpentry and PPE skills/training
- Knowledge of hazardous materials and principles of proper handling.
- Proficient skills in the use of computers and modern office procedures.
- Good oral and written communication skills, mathematical skills, organizational and problem-solving skills.
- Ability to regularly lift or move up to 50 pounds
- Ability to establish and maintain good working relationship with co-workers, service providers, and patients.
- Ability to drive vehicles safely and courteously.
- Ability to work in cross-cultural environment.
- Ability to work flexible hours and on Saturdays and on call.
- Ability to provide courteous treatment of and assistance to visitors.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job. Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.