

JOB VACANCY ANNOUNCEMENT

Opening Date:	8/13/18	Closing Date:	Until Filled
Position:	<u>Project Superintendent</u>	Reports to:	Project Manager
Salary/Wage:	Grade E17: \$83,471 - \$92,159/DOE	Department:	Construction
Hours:	Monday-Friday 8:30-5:00	Location:	Barrow, AK

Brief Summary:

Supervise Crew(s) in the implementation of new construction, upgrades and maintenance projects on ASNA houses and construction projects. Create and review work orders and communicate project scopes to crew. Manage and oversee apprentices and skilled tradesmen.

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.

Education:

- High School Graduate, or General Equivalency Diploma (G.E.D.)
- Experience applying closed cell spray foam, and maintaining spray foam equipment preferred.
- Knowledge of Cold Climate Building Techniques preferred.
- Knowledge and experience in understanding, implementing and enforcing OSHA rules and regulations regarding construction applications.
- Five years of general construction, remodeling, weatherization or maintenance work experience.
- Five years of supervisory experience

Certification and Licensure

- Valid Alaska Drivers License that meets ASNA insurance criteria (CDL Preferred).

Desired Knowledge, Skills and Abilities:

- Supervise project staff and/or contractors to ensure adherence to work scopes and quality standards.
- Provide on-site training and technical demonstrations of key work processes to all staff.
- Perform various skilled carpentry, heating, plumbing and electrical upgrade and maintenance tasks as needed.
- Generally function as a technical resource for safe, healthy, comfortable, durable, and energy-efficient construction.
- Prepare and submit weekly production reports to Project Manager.
- Assist Project Manager in the preparation of budget, materials procurements and technical standards.
- Coordinate with Purchasing Agent on quotes, purchase orders, material receiving and inventory management.
- Host regular toolbox talks for project staff and various safety and technical topics.
- Review work orders and submit requests for quotation to materials suppliers.
- Foster crew discipline and cohesion, including regular attendance, punctual and accurate submission of time sheets.
- Perform home assessments, materials takeoffs and close-out inspections.
- Perform other duties as assigned.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd. PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

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

Is committed to maintaining a drug free, smoke free workplace