

Colville Indian Housing Authority

Position Description

Position: Foreman	Position Number:
Department/Site: Nespelem, WA	FLSA: non-exempt
Reports to/Evaluated by: Capital Improvements Superintendent	Salary Grade: 124 / Step 6 \$32.78

Summary

Supervises all Force Account workers engaged in construction and rehab projects on CIHA managed units and/or buildings. Provides day-to-day project oversight and coordinates with the Capital Improvements Superintendent on construction and rehab activities.

Distinguishing Career Features

The Foreman is responsible for assigning and directing crews who perform the various construction tasks necessary to carry out a comprehensive construction and rehab program for the Colville Indian Housing Authority.

Essential Duties and Responsibilities

- Directs and assigns construction and rehab activities of the Force Account division.
- Assigns and supervises Lead Carpenters, Carpenters, operators, laborers and sub-contractors in all phases of construction and/or rehab projects.
- Conducts and leads weekly safety meetings
- Ensures that construction practices, policies and procedures of the division are followed.
- Directs and coordinates activities of subordinates under his/her supervision to include: directs employees in accordance with personnel policy; reviews and evaluates employees; reprimands for minor infractions and/or violation of policies and procedures and recommends disciplinary action to Superintendent, and maintains open communication with employees and supervisors.
- Assures appropriate use and care of equipment utilized by employees under his/her direct supervision.
- Trains employees under his/her supervision. Orientates new employees with regards to work rules, safety procedures and care and use of equipment and tools. Provides regular on the job instruction concerning procedures and use of equipment.
- Reviews and examines blueprints to determine project scope and what building materials are needed for project.
- Prepares material estimates, material list, and equipment needs for each project.
- Selects materials and structural units and inspects them to ensure conformance with provisions of building code and local ordinances.
- Inspects work performed by employees, and sub-contractors to include: HVAC,

electrical and plumbing to ensure conformance with plans and specifications.

- Ensures employee timesheets are tracked according to project and funding source, and submitted on-time to payroll. Monitors attendance of crew.
- Provides regular project updates (written reports) to Capital Improvements Superintendent.
- Investigates complaints
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

This position requires specialization in all phases of construction, including planning, and design. Requires specialized knowledge of construction best practices and techniques, laws, codes, permitting, and inspection practices that govern construction, and renovation of CIHA units and buildings. Requires specialized knowledge of construction materials, tools, and systems. Requires working knowledge of safety regulations and working conditions. Requires well-developed skills with computer systems and applications used in business and special subject matter knowledge of computer-aided design and building information modeling applications. Requires well-developed English skills to prepare professional correspondence, technical specifications, and reports. Requires well-developed math skills to perform and/or understand load-bearing computations, construction costs, and statistics. Requires well-developed human relations skills to prepare and deliver presentations, supervise staff, negotiate and work collaboratively with staff at all levels and outside professionals, vendors and contractors, and inspectors.

▪ Abilities

Requires the ability to perform all the responsibilities of the position. Requires the ability to plan, organize, coordinate, review, and evaluate progress, and compliance of construction and rehab projects. Requires the ability to interpret and apply rules, regulations, laws and ordinances. Requires the ability to review, and interpret engineering plans and specifications. Requires the ability to read design and construction-related drawings. Requires the ability to organize and sequence work associated with development and construction projects. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Colville Indian Housing Authority.

▪ Physical Abilities

Requires the ability to stand for extended periods of time, walk up to 400 yards uninterrupted, and manipulate (lift, carry, move) light to heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe grounds objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience**

The position requires a High School Diploma or equivalent and 5 years of supervisory experience in construction and/or project management.
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- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed outdoors where significant health and safety considerations exist from physical labor and working with machinery.

This position is subject to background check and pre-employment drug screen.

CLOSING DATE: Open until filled – 2nd review December 12, 2023. Applications must be received by 1:00 PM

INFORMATION: Attention: Tauni Marchand, P.O. Box 528, Nespelem WA 99155
tauni.marchand@colvilletribes.com

To apply for position, please visit: www.colvilleiha.org

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Posted 11/28/2023