

YAKAMA NATION HOUSING AUTHORITY

611 South Camas Avenue, P.O. Box 156, Wapato, WA 98951

Phone: 509-877-6171 Fax: 509-877-7830

Yakama Nation Housing Authority Posted Jobs

Job #	Position	Start Wage	Open	Close
#2021-5	Construction Superintendent	\$25-\$30	<i>Monday</i> April 12, 2021	<i>Monday</i> May 10, 2021

Application Process: Submit a complete current Yakama Nation Housing Authority Employment Application (applications available online) to:

Drop box front door: 611 S. Camas Ave., Wapato, WA

Mail: PO Box 156, Wapato, WA 98951

Employment application will be date stamped and accepted during the limited business hours, or in an envelope placed in black drop box by front door and must be completed entirely. Please have any other documents included in packet you want to include to be reviewed.

Submit by fax: (509)-877-1002, or email.

If you have any questions, please feel free to contact YNHA Human Resources at crystal@ynha.com

***Complete job announcement & YNHA Employment application is available online.**

*Indicate Job Announcement Number on YNHA application for posted jobs.
It is the applicants responsibility to update his/her application. On file for 6 months.
Complete application, print & sign for each posted job announcement.
Make certain all information is legible.

**YAKAMA NATION HOUSING AUTHORITY
JOB DESCRIPTION
2021**

JOB TITLE:	Construction Superintendent	FLSA STATUS: EXEMPT
DEPARTMENT:	Tax Credit Projects	PAY RANGE: \$25-\$30
SUPERVISOR:	Special Projects Manager	
POSITION STATUS:	Regular Full-time Employee	

GENERAL DESCRIPTION OF JOB

The Construction Superintendent reports to the Special Projects Manager and shall assist the PM with the on-site supervision of the overall activities of new construction; modernizing single family dwelling units; tax credit new and renovation projects; and, other types of construction projects, such as sanitation facilities, well renovation projects and projects other than HUD housing. The responsibility shall be consistent with applicable YNHA policies, NAHASDA Regulations, Federal requirements, and Tribal ordinances assists in hiring of workers, training, planning, schedules daily work tasks and setting goals. Meet with trade foreman and construction inspector, to discuss plans, crew and/or schedules, and inspection process and workforce requirements. Assist Special Projects Manager in all day to day operations.

Responsibilities require employee to follow:

- YNHA programs listed "Common Duties"
- Department programs listed "Essential Tasks"
- Job description listed "Supervision Duties"

Common Duties:

- Read and comply with all appropriate construction building standards, Procurement Policy & YNHA policy and procedures; e.g., Personnel Policy Manual, Company Vehicle Policy, Financial Administration Policy and Procedures, Internal Department and Program guidelines, etc.
- Work cooperatively with all YNHA employees or those associated with the Tribe.
- Other duties as assigned or necessary to support all subordinate activities
- Travel to and from other offices locations & construction project site as required.
- Other duties as assigned or necessary to support YNHA goals and objectives.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign tasks related to the type of work of the position as necessary.

The Construction Superintendent shall be knowledgeable in the Administration of profession and technical contract (general construction contracts, architect, and engineer contracts, supply contracts.) Monitoring of progress in accordance with construction Schedule of Completion; having on file a contract register for each contract and approval for Requests for Payment.

The Construction Superintendent shall also coordinate with Tribal, Federal and State departments, as appropriate, for all permits and employment issues, including TERO. The Construction Superintendent ensure compliance with YNHA internal controls and other policies governing administrative and procurement matters.

The individual displays a positive attitude and maintains a cooperative working relationship with others including subordinates, immediate supervisor, managers, other employees, and the Executive Director. The individual performs all duties and responsibilities in a timely and efficient manner according to established schedules, procedures, and policies. The individual shall demonstrate good judgement and suitably to report any potential problems to the immediate supervisor.

Oversees inspection process and construction inspecting process of all houses, offices and infrastructure of the YNHA, consistent with applicable YNHA policies, NAHASDA Regulations, Federal requirements and Tribal ordinances.

Examines and inspects plans and specifications of residential/buildings for proper use of materials and compliance with International Building and Construction codes and standards.

Assist in the inspection of the structural parts such as foundation, floors, ceilings, roofs, plaster and masonry of residential/commercial buildings and associated structures by visual observation, measurement, and testing.

Plan inspections and obtain construction permits from local authorities. Inspects heating, ventilation, air conditioning, and refrigeration installations, parts and equipment of buildings and associated structures.

Inspects residential/commercial building electrical installations and materials such as electrical circuits and conduits by visual observation

Issues notices of correction for buildings not in compliance with County Codes and recommends methods of correction.

Implement safety and quality guidelines, ensure the job site remains in compliance with safety, health, and quality standards. Keep track of material stock and orders.

Resolve on-site issues and emergencies when they arise.

Writes summaries of residential/building conditions, action taken, and other pertinent information for the Special Projects Manager. Writes weekly reports of onsite job activities.

Testing and maintaining equipment used in residential/building inspection, keeping current on existing building code.

Reviews proposed construction plans and layouts of residential and commercial to insure compliance with scope of works, local, state, national codes and standards, installation, and use of materials to include inventory checks regularly.

INVOLVEMENT WITH DATA, PEOPLE

DATA INVOLVEMENT: Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schematic or plan to facilitate the identification and extraction of useful information.

PEOPLE INVOLVEMENT: Requires providing information, guidance or assistance to contractors, YNHA staff, Ability to exercise tact, diplomacy, and confidentiality in contacts with other employees and outside agencies

INVOLVEMENT WITH THINGS: Requires handling or using machines or equipment that requires moderate instruction and experience, such as computers, peripherals, software programs for routine operations such as word processing, spreadsheets, project/appointment scheduling software or custom applications and specialized software programs. Must be proficient with Microsoft Office Word, Excel, and the internet. Preferred but not required with tenant data management software including Housing Data Systems (HDS.) At times may operate hand tools, power tools and equipment.

GENERAL REQUIREMENTS

REASONING REQUIREMENTS: Requires using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

MATHEMATICAL REQUIREMENTS: Requires performing addition, subtraction, multiplication and division, may calculate ratios, rates and percentages.

LANGUAGE REQUIREMENTS: Requires reading technical instructions, procedures manuals, and charts to solve practical problems; composing routine or specialized reports, forms or business letters with proper format, speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS: Requires reading, and redrafting procedures manuals, and charts to solve practical problems such as routine office equipment operating instruction. Composing routine or specialized reports, forms, or business letter with proper format, and speaking compound sentences using normal grammar and work form.

PHYSICAL AND DEXTERITY REQUIREMENTS: Must be able to lift daily twenty-five (25) pounds regularly and up to and over fifty (50) pounds. Requires work that involves sitting or walking for long periods of time, walk, push and pull, skill, adeptness and speed in the use of fingers, hands, or limbs, on repetitive operation of electronic office machines within close tolerances or limits of accuracy. Be able to be in crawl spaces, enclosed areas for work, inspections. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. Also push, pull and/or lift objects up to and over 50 pounds.

ENVIRONMENTAL HAZARDS: Work requires to work indoors and outdoors and may be exposed to extreme weather conditions. May occasionally be subject to electrical shock hazards, dangerous heights, dangerous chemicals, and skin irritants (e.g., cleaning solutions, solvents, insecticides.) The employee may be required to use goggles, gloves, safety boots, and other safety equipment, whenever the occasion arises.

SENSORY REQUIREMENTS: The job requires normal visual acuity and field of vision, hearing, speaking, and color perception.

JUDGMENTS AND DECISIONS: Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in the decision making process; makes timely decisions. Must be able to decide to contact supervisory staff if warranted. Be adaptable to high level stress situations that may occur, and have solutions to situations that may arise.

VOCATIONAL/EDUCATIONAL PREPARATION: Bachelor's Degree in, Construction Management, or similar field, or equivalent field experience

SPECIAL CERTIFICATIONS AND LICENSES: Requires a valid driver's license at the time of appointment and throughout employment is required for this position. Must maintain to qualify to drive a YNHA vehicle through insurance provider for the duration of employment also. Fork lift certification or the ability to obtain.


EXPERIENCE REQUIREMENTS: Ability to work with and maintain high level of confidential data, which if disclosed might have adverse internal/and or external effects. Previous experience as a construction superintendent or in a similar role. Knowledge of local quality, safety, and health guidelines for construction job sites. In-depth understanding of construction operations and processes, Organizational and time-management skills, ability to lead and inspire.

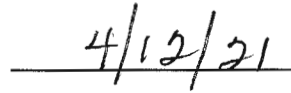
DRUG AND ALCOHOL POLICY

The Yakama Nation Housing Authority has a "Drug Free Workplace Policy". All employees are subject to pre-employment, random drug tests and to tests when the use of alcohol or drugs in the workplace is suspected.

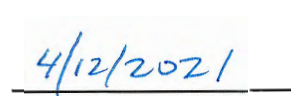
INDIAN PREFERENCE POLICY

In accordance with Section 101(k) of NAHASDA, Yakama Nation Housing Authority applies Yakama Tribal preference in employment, as established by Resolution GC-05-2012 of the Yakama Nation General Council.


Interim Deputy Director


Date


Interim Executive Director


Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee's Printed Name

Date

Employee's Signature