

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail melanie.piedalue@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Home Improvement Program Foreman
LOCATION: Salish Kootenai Housing Authority – Pablo, MT
SALARY: \$27.36 - \$31.45 per hour plus benefits
CLOSING DATE: Thursday, July 25, 2024 at 5:30 p.m. (MST)

This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

This position is an integral part of the Housing Resource Department and is responsible for the construction and rehabilitation aspects of the Home Improvement Program, ensuring they are completed promptly and accurately. The position will exercise good judgment and have responsibility for results. The position will be responsible for direction and guidance for workers assigned to his/her supervision.

Work activities include but are not limited to the following:

- **Inventory of Tools, Materials, and Supplies** – The position is responsible for determining the types of tools required for the home improvement projects, keeping material and supply inventory up to date and well stocked, and making purchase requests to the Home Improvement Program (HIP) Coordinator.
- **Construction Work** – The position is fully responsible for executing the scope of repairs needed on projects with the assistance of the HIP Laborer and other workers assigned to the job.

The position will be required to determine the amount of building materials required for each home rehabilitation project, request materials orders according to the Salish & Kootenai Housing Authority (SKHA) Building Specs, and tracks delivery of materials and quality of supplies.

Will be required to perform complex and routine home rehabilitation work in the fields of electrical, plumbing, mechanical, and carpentry, while instructing workers assigned in these fields. This includes minor furnace repair, sewer/plumbing problems, and small electrical repairs. The position will communicate directly with the HIP Coordinator for jobs beyond basic knowledge and those items would be subcontracted out, utilizing the SKHA bid view process, for assignment to the appropriate professional.

- **Safety and Monitoring** – The position will ensure the safety of all workers and require safety gear for correlating jobs being performed. Monitors all phases of rehabilitation to ensure all safety measures are being met.
- **Reporting** – The position will maintain a daily report of the progress, project/client concerns, and important information for the HIP Coordinator. The position will report used van inventory items daily, indicating the quantity and location of the project.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Must have a high school diploma or equivalency.
- Must have a minimum of four years' experience in the construction and home rehabilitation field with a minimum of one year of supervisory experience. This position prefers home repair instructor certification and training and/or knowledge of ICC building codes which pertain to building, electrical, plumbing, and mechanical.
- Must obtain the EPA Lead-Based Paint certification within one year of hire. Position will be required to attend home rehabilitation-related trainings as necessary.
- Must be knowledgeable in building construction methods, such as, carpentry, plumbing, painting, electrical and record keeping. Must know inherent hazards and accident prevention measures required in construction. Requires basic knowledge of the International Family of Codes, Occupational Safety and Health Administration (OSHA) regulations, and the Americans with Disabilities Act (ADA).
- Must have valid Montana State driver's license.
- Must have no alcohol related convictions in the past three years.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Shanell Teigen (406) 675-4491 Ext. #1530