

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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POSTED: JULY 9, 2024 DEADLINE: JULY 23, 2024

JOB DESCRIPTION

POSITION: Foreman/Lead Carpenter
DEPARTMENT: Building Trades
LOCATION: LVD Reservation
SUPERVISOR: Building Trades Director
EMPLOYMENT: Full Time
SALARY/PAY RATE: \$25.00-\$34.00 per hour D.O.E.

DESCRIPTION:

The Foreman will assist the Building Trades Director in facilitating and guiding safe and effective construction of all Tribal building structures. Must be highly knowledgeable in all building skills including but not limited to: reading blueprints, concrete, form and finish, block, wall building, tile, acoustics ceilings, framing (commercial residential, structural), roofing, siding, sheetrock, taping, trim work, finishing work and all carpentry (stairs, decks, doors, windows, railings) painting, machine operating, masonry, plumbing and electrical knowledge. As the lead carpenter you will oversee managing, supporting, guiding, and directing carpentry staff. The lead carpenter should have years of field experience and skills such as carpentry expertise, practical skills, physical strength, leadership, time management, customer service and attention to safety.

RESPONSIBILITIES:

- Oversee planning, and execution of all building projects in Director or Assistant's absence.
- Assigning and explaining tasks to the project team and provide the crew with general supervision.
- Report progress of jobs and material needs to Director.

- Receive and complete work orders in a timely and efficient manner.
- Ensure building crew is adhering to standard safety protocols.
- Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures.
- Inspect jobs upon completion and ensure work areas are clean and free of debris.
- Knowledge of building codes.
- Prioritize work assignments.
- Regularly inspecting work done by project team to ensure certain specifications.
- Assist in the calculations of man hours and materials needed for project.
- Creates and adjusts project schedules accordingly.
- Maintain an operational inventory of necessary tools and safety equipment to perform specific activities assigned by the director.
- Able to build custom homes and additions.
- Install windows, doors, trim, fixtures, and cabinets on remodels and new homes.
- Able to install various laminate and vinyl flooring.
- Complete project responsibilities including foundation layout, framing, drywall, roofing, siding, insulation, sheetrock installation and finish work.
- Implement all federal (OSHA), state, and local job site safety requirements and report employee training needs to director.
- All other duties as assigned by Management.

MINIMUM QUALIFICATIONS:

- High School diploma or General education degree (GED).
- A minimum of 5 years of experience as a construction foreman.
- Ability to safely operate power tools.
- Effective communication skills.
- Ability to read blueprints effectively.
- Must be able to pass all pre-employment screening and background checks.
- Ability to safely operate power tools.
- Knowledge of safety standards and procedures.
- Must have a valid driver's license.

PREFERRED QUALIFICATIONS:

- Associate Degree in Construction Management, Building Trades or similar field.
- 10 years of experience in construction/carpentry

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: 07/09/2024

Northern Waters Casino Resort

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Sign _____ Date _____

