



## HYDABURG CITY SCHOOL DISTRICT

PO BOX 109, HYDABURG, ALASKA 99922 PHONE: 907.285.3491 FAX: 907.285.3391

### **JOB OPENING CONSTRUCTION INSTRUCTION/LABORER**

#### **JOB SUMMARY:**

The construction instruction/laborer will assist with goals and objections in the grants related to introduction to construction, building safety, and maintenance. He/she will perform typical/routine labor associated construction projects, and supervisor construction trainees.

#### **JOB DESCRIPTION:**

- Partner with Maintenance Director, and Grant Director to ensure smooth execution of grant goals and objections that relate to student job trainings
- Supervision student trainees
- Maintain logs on trainees work schedules, and workplans
- Evaluate the competencies knowledge, skills, abilities, and attributes of student trainees during course of assignments.
- Records will be maintained, and submitted monthly to grant director
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment
- A high level of integrity, professionalism, dependability, enthusiasm and ethical judgement
- Strong quantitative analysis and critical thinking skills
- Maintain an organized and clean work space
- Foster positive teamwork relationships with student trainees, and fellow employees

#### **REQUIRED QUALIFICATIONS**

- Bachelor Degree preferred
- High School Diploma or Equivalent
- 18 years of age or older
- Proficiency in typing and computers
- Must possess and maintain a valid Alaska Driver's License, liability insurance, and maintain a personal vehicle.
- Must possess the ability to work with others.
- Ability to pass a criminal background check under agency and state regulations.
- Prior work history must demonstrate reliability and honesty.

**PREFERRED**

- BSc/BA in facility management, engineering, business administration or relevant field

**DISCLAIMER**

This job description reflects the best efforts of the Hydaburg City School District to describe the duties and essential job functions and qualifications of the job. It is not an exhaustive statement of all duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. Your signature indicates you have read this job description and understand the duties, essential job functions and qualifications of the job.

Other duties as assigned.

**SUPERVISOR: SUPERINTENDENT**

**WAGE:** (based on experience)

**HOURS:** up to 29 hours per week, up to 52 weeks per year

**APPLICATION DEADLINE: UNTIL FILLED**

**Applications are available at the School Office.  
PLEASE TURN IN COMPLETED APPLICATIONS TO SCHOOL OFFICE**