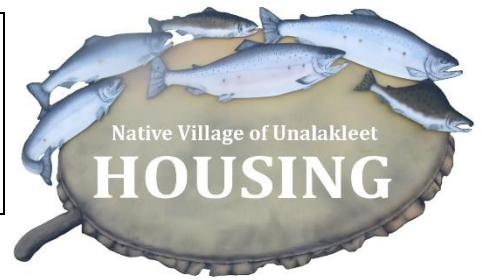


Job Title: WEATHERIZATION PROGRAM MANAGER
Reports to: Housing Director
Status: Part- to Full-Time, Non-Exempt, Hourly
Wage: \$32.78/hour



JOB SUMMARY

The Weatherization Program Manager will supervise rehabilitation work throughout NVU's Weatherization Program, which will begin in April of 2025. More opportunities with other grants and projects may be available for a motivated person. An ideal candidate must possess a diverse skill set, see below for details. Weatherization-specific training will be required, provided by NVU, as part of this position.

**Return completed applications to the NVU Office
OR email directly to the Housing Director at kari.mejorado@unkira.org**

DUTIES AND RESPONSIBILITIES

- Supervising a small work crew to perform in-house carpentry tasks
- Managing contractors performing specialty trades work
- Creating material lists and orders
- Professional, reliable, good community relationships
- Able to reliably communicate with remotely located supervisor
- Basic computer skills: able to use email, word processing, internet, cloud-based data entry, spreadsheets
- Strong learner
- Self-motivated and self-directed in an independent work situation
- Keeps client information confidential

QUALIFICATIONS

- Current Driver's License is highly desirable
- Fits and installs window frames, doors, door frames, door hardware, interior and exterior trim
- Erects scaffolding and ladders for assembling structures above ground levels
- Shapes or cuts materials to specified measurements, using hand tools, machines, or power saws
- Follows established safety rules and regulations and maintaining a safe and clean environment
- Builds or repairs cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, hand tools, or power tools
- Assembles and fastens materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue
- Removes damaged or defective parts or sections of structures and repair or replace
- Inspects ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures
- Studies specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required
- Supervises Construction Laborers and provides training as necessary

Native Village of Unalakleet
PO Box 270
Unalakleet, AK 99684

Executive Director, Tracy Cooper
Email: tracy.cooper@unkira.org
Phone: (907) 615-4611

NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.