



Job Description

Position Title: Assistant Construction Manager
Department: Projects
Reports To: Construction Manager
Location: Nome, Alaska with frequent travel to Bering Straits region
Employment Type: Full-Time, Exempt

Position Summary

The Assistant Construction Manager supports the delivery of predominantly HUD-funded housing projects in the BSRHA's service area, ensuring that new construction and rehabilitation of homes meet federal, state, and tribal requirements. Working in partnership with village councils, contractors, and funding agencies, this role helps ensure housing projects are completed safely, on time, and within budget, while respecting local culture and community priorities.

Key Responsibilities

Project Planning & Coordination

- Assist in preparing project scopes, budgets, and schedules for HUD-funded housing developments and modernization projects.
- Coordinate procurement of contractors, materials, and equipment in accordance with federal and tribal procurement policies.
- Preparing and managing requests for proposals, bids, and information.
- Support and facilitate pre-construction meetings with tribes and contractors to review plans, environmental requirements, and logistics.

Construction Oversight

- Conduct regular site visits to rural villages to monitor quality, safety, and compliance with approved plans and specifications.
- Track construction progress, identify risks or delays, and recommend corrective actions to the Construction Manager.
- Document inspections, change orders, and punch-list completion.

Compliance & Documentation

- Maintain accurate records to meet HUD and NAHASDA reporting requirements.
- Ensure adherence to local, state, and federal building codes, environmental regulations, and BSRHA policies.
- Assist in compiling data for quarterly and annual HUD performance reports.

Community & Stakeholder Engagement

- Coordinate with tribal councils, local officials, and residents to schedule site access and address concerns.

- Communicate project updates and schedules to tribal leadership and community members.
 - Promote local hire opportunities in collaboration with village councils when feasible.
 - Other duties as assigned.
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Qualifications

Education & Experience

- Bachelor's degree in Construction Management, Engineering, or related field preferred; equivalent experience considered.
- 2–4 years of construction or project management experience, preferably in residential or tribal housing development.
- Knowledge of HUD/NAHASDA regulations and rural Alaska construction practices strongly desired.

Skills & Competencies

- Strong organizational, budgeting, and scheduling skills.
 - Proficiency with project management software and Microsoft Office Suite.
 - Ability to interpret blueprints, specifications, and contracts.
 - Excellent communication skills with diverse stakeholders, including Alaska Native communities.
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Physical & Travel Requirements

- Frequent travel by small aircraft to remote Bering Straits communities.
 - Ability to stand, walk, and climb on construction sites and lift up to 25 lbs.
 - Willingness to work in challenging Arctic weather conditions.
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Equal Employment Opportunity / Alaska Native Preference

BSRHA is an Equal Opportunity Employer. In accordance with Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 5307(b)), BSRHA applies an Alaska Native and American Indian preference in hiring. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or protected veteran status.