

JOB OPENING ANNOUNCEMENT

Job Title: Site Foreman

Report To: Project Manager

Department: Tribal Housing

Job Vacancy: YAN-25-120

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 12/8/2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Site Foreman is responsible for supervising and troubleshooting routine issues that occur on the job site on a daily basis

QUALIFICATIONS:

- High school diploma or GED.
- Minimum of five years-experience in the home construction field
- Knowledge of all aspects of home construction
- Ability to read, analyze, and interpret architectural drawings, specifications and building codes
- Above average organizational skills, including time management, prioritization, and multi-tasking
- Excellent communication abilities, including writing, speaking, and active listening
- Knowledge of Microsoft Excel and Word programs for creating reports and lists
- Must have a valid Arizona Driver's license and be insurable with the Yavapai-Apache Nation's insurance policy and maintain insurability throughout duration of employment.

DUTIES AND RESPONSIBILITIES:

- Coordinate Construction related activities according to plans and priorities.
- Be familiar with current Building Codes in order to identify potential infractions.
- Become knowledgeable of the building plans to ensure construction are building according to the plans.
- Be physically present on the construction site throughout each day.
- Coordinate with subcontractors, vendors, and suppliers to ensure that project requirements are made.
- Perform "Punch-List" inspections and follow-up daily to ensure completion by the responsible contractors.
- Immediately communicate any contractor related deficiencies to the Building Inspector and Project Manager.
- Identify and complete small construction tasks as needed. For example, if no contractor is assigned the molding around the base of a bathtub, order the materials and install the molding to avoid delays in project completion.
- Maintain an awareness of construction completion dates and ensure compliance with those dates.

- Perform quality control checks to ensure that all work meets specifications and quality standards.
- Observe site conditions with the intent of identifying potential safety issues and make recommendations to the Project Manager for improved standards or processes.
- Observe safety and site cleanliness conditions and issue notices for corrections to persons responsible for non-conformance.
- Obtain evidence and prepare reports concerning violations which have not been corrected, and report these violations to the Project Manager.
- Maintain accurate and up-to-date records of project activities.
- Must have a high adaptability and exercise sound judgment, tact and professional attitude at all times.
- Maintains a positive working relationship with other Tribal Departments.
- Accomplishes other job-related duties as assigned by supervisor or delegate.

Physical Requirements:

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**