

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: SENIOR MAINTENANCE TECHNICIAN  
FACILITIES MAINTENANCE**

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**EXEMPT: Yes**

**JOB CODE: 3SS T3**

**TARGET SALARY: \$13.13 to \$15.45**

**SHIFT: Flex**

**PROGRAM: Public Works**

**LOCATION:**

**REPORTS TO: Public Works Manager**

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**SUMMARY:** This position shall supervise, oversee, and participate in a variety of the most difficult installation, maintenance and repair work related to facilities, grounds, utility maintenance. Performs routine maintenance work in the form of minor electrical system service, carpentry, and plumbing work including correction of clogged pipes, dirty traps, and leaks in buildings and/or other manual welding processes to carry out standard welding operations.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Lead, supervise and review the work of staff responsible for performing troubleshooting, installation, maintenance, and repair work related to facility, grounds, utility, parking and road maintenance; prepare various reports on operations and activities.

Receive work orders and allocate work to appropriate staff in the area of work assigned; instruct staff on technical aspects of work and sufficient information for work to be accomplished efficiently and to appropriate specifications.

Train assigned employees in their area of work in maintenance and repair methods, techniques, and in the set up and use of equipment.

Supervise the use and operate construction equipment and power tools including dump trucks, front-end loader, backhoe, compressors, jack hammers, paint sprayers, concrete saws, sewer rodders, mowers, edgers and blowers; maintain hand tools and assigned equipment; perform preventative maintenance on equipment.

Provides maintenance services to all tribal facilities directly or indirectly including new construction and/or rehabilitation of facilities, as well as general preventative and cyclical maintenance to all tribal physical structures.

Performs a variety of automotive/equipment repair functions on various vehicles or pieces of equipment.

Assists in making repairs and operating hand tools and power tools.

Devise and adapt tools, aids, improved work methods, and procedures to accomplish work assignments as necessary.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Responsible for the maintenance of landscape grounds at all tribal facilities may provide pesticide control, and solid waste disposal.

May perform or assist in custodial duties at all tribal facilities, and snow and ice removal.

Provides other maintenance services and/or assistance throughout the Public Works Divisions as directed.

## **QUALIFICATION REQUIREMENTS:**

### **EDUCATION & EXPERIENCE:**

High School diploma or GED certificate. Two years of increasing maintenance experience.

### **SUPERVISORY SKILLS:**

Carries out general supervisory responsibilities in accordance with organizational policies, program policies, and applicable laws and under the direction of the Public Works Manager with the regard to the day-to-day work assignments. The Public Works Manager retains full personnel management authority.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

## **OTHER SKILLS AND ABILITIES:**

Knowledge of the theories, methods, and techniques used in carpentry, plumbing, welding, and electricity.

Knowledge of operations, services, and activities of a public works maintenance program.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

Ability to use and maintain hand tools and equipment from the electrical, plumbing and carpentry trades.

Ability to operate a variety of gasoline and diesel powered farm, engineering, or construction equipment such as tractors, mowers, graders, backhoes.

Knowledge of the methods and techniques used in routine-type maintenance of motor vehicles.

Ability to interpret instructions, drawings, diagrams, or blueprints.

Ability to independently perform the most difficult maintenance, construction and repair work in the area of work assigned.

Lead, organize, and review the work of technical and maintenance staff in the area of work assigned.

Interpret and explain Department and Tribal policies and procedures.

Ability to work independently in the absence of supervision.

Perform a variety of manual tasks for extended periods of time and under unfavorable weather conditions.

Perform heavy manual labor.

Must submit to and clear a pre-employment alcohol and drug test.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

### **SPECIAL REQUIREMENTS:**

Must submit to a pre-employment alcohol and drug test, and must submit to random employment alcohol and drug testing.

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Personnel Office  
P.O. Box 115, Bldg 150 Rm #7  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: mtcpersonnel@centurytel.net

**OPEN: June 26, 2009**  
**CLOSE: July 10, 2009**

### **IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.