

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Engineering Aide (Summer Intern)

EXEMPT: No	JOB CODE: N/A
TARGET SALARY: \$15.00	SHIFT: 8-5
PROGRAM: Civil Engineer	LOCATION: 100 Resort Drive
REPORTS TO: Civil Engineer	

SUMMARY: Temporary position to assist the Civil Engineer.

ESSENTIAL DUTIES AND 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.

Engineering and standard office computer software to create engineering maps from LIDAR and field survey data and working as chain person or rod person on a field survey crew performing Engineering survey work.

Primary duties include use of Computer Aided Design (AutoCAD or similar) software, word processing, and spreadsheet software in a training capacity to process LiDAR data into Engineering maps and plans.

Secondary duties include assisting the Civil Engineer with field surveying and related work in a training capacity.

This position will include other tasks from a wide variety of Engineering work from time to time.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) required. Some college with technical field preferred.

Experience with AutoCAD or similar software.

Experience in construction.

LANGUAGE SKILLS:

Ability to follow established procedures and also think through an unexpected problem or obstacle and arrive at a solution. Ability to self-check for errors or mistakes and devise methods for avoiding them in the future.

MATHEMATICAL SKILLS:

Ability to be proficient with arithmetic and use of a hand held calculator.

One year of algebra proficiency equivalent to completion of high school algebra.

Familiarity with right angle trigonometry.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain working relationships with diverse groups of people, including staff, the public, professional agencies and organizations in a courteous, professional manner using tact and diplomacy.

Ability to prioritize assignments and work independently with little supervision.

Must have excellent oral and written communication skills.

Must have a working knowledge of the PC and related software.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to sit at a computer for long periods of time.

Ability to lift up to 50 pounds.

Ability to walk or stand for long periods of time while maintaining alertness for hazards (especially in traffic).

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

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
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: July 11, 2019
CLOSE: July 17, 2019

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.