

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Maintenance Worker (Enterprise)**

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<b>EXEMPT: No</b>	<b>JOB CODE: 3-SS T3</b>
<b>TARGET SALARY: \$15.68 to \$18.45/DOQ</b>	<b>SHIFT: M-F 8-5</b>
<b>PROGRAM: Assets Maintenance</b>	<b>Location: 70 Makah Bay</b>
<b>REPORTS TO: Maintenance Supervisor (Enterprise)</b>	

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**SUMMARY:** The primary responsibility for this position is to perform carpentry, electrical, mechanical, and/or plumbing maintenance repairs, replacement, and new construction services.

**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.

Provides maintenance services for emergency, urgent repairs and vandalism repairs on buildings, structures, facilities, equipment, and grounds for Business Enterprise facilities directly or indirectly including; new construction and/or rehabilitation of facilities, as well as general preventative and cyclical maintenance to all physical structures.

Design and construct new facilities.

Responsible for outdoor repairs, landscaping, cleanup, and related duties.

Repair and maintain equipment i.e., lawn mowers, weed eaters, septic systems, etc.

Participate as a team member in designing and implementing construction, repair, maintenance, and replacement projects.

Provide mechanical system services to utilities, roads, walkways, and parking areas.

Consult with Maintenance Supervisor (Enterprise) and individual enterprise business managers in conducting a survey of all facilities and preparing an annual Preventative Maintenance Plan (PMP). The PMP will list each facilities, maintenance, repair and replacement priorities, estimated time frame for completion, cost estimate, resource needs (materials, time, specialization needs).

Following the PMP this position will assist in the planning and scheduling of maintenance, repair, and replacement tasks.

Prepare an inventory of supplies and equipment that need to be purchased, prepare purchase requisitions and/or check requests and purchase necessary supplies and equipment.

Performs maintenance, repair, and construction of trails, and rehabilitation trail work involving carpentry, masonry, motor vehicle operations, and laborer duties.

Performs maintenance, repair, construction, and rehabilitation to playground facilities working involving carpentry, masonry, motor vehicle operations, and laborer duties.

May operate and maintain the Tribe's portable restroom pump truck at times.

#### **SUPERVISORY RESPONSIBILITIES:**

May directly supervises up to 3 employees in the program. Caries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED).

Must have 2 years of carpentry experience.

#### **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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **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:**

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

Must have experience in carpentry, dry-wall electrical, appliance repair, painting, and plumbing.

Ability to establish and maintain effective working relationships with staff, public, other agencies, vendors/suppliers and the general public.

Must have knowledge of tools, equipment, materials, methods, and practices used in maintenance, construction, and repair,

Must have knowledge of safety methods and practices.

Must have the ability to meet schedules and timelines.

Must have working competence in computer applications and be able to use routine computer software, especially word processing, spreadsheets, calendars, and other programs.

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

Must be flexible; ability to shift thought process quickly and accurately from one matter to another.

Ability to work extended hours as needed.

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** While performing the duties of this job, the employee must regularly lift and/or move more than 100 pounds; strength and energy sufficient to maintain a rigorous work schedule; hearing and speaking to exchange information; seeing to perform assigned duties sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting light to heavy objects.

**SPECIAL REQUIREMENTS**

This position may be required to be on-call at times other than normal working

hours and will be expected to respond to emergencies in any of the facilities.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; and risk of electrical shock;. The noise level in the work environment is usually very loud.

**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: January 10, 2020**  
**CLOSE: January 16, 2020**

**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.