

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Operator (Transfer Station)**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS T4</b>
<b>TARGET SALARY: \$12.70 to \$14.94/DOQ</b>	<b>SHIFT: Flex 8 Hrs/Flex</b>
<b>PROGRAM: Environmental</b>	<b>LOCATION:</b>
<b>REPORTS TO: Environmental Program Manager</b>	

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**SUMMARY:** Operation of equipment in the handling and disposal of all Solid Waste , demolition material, hazardous waste, and recyclables that are delivered to the facility. The Operator is responsible for general maintenance of equipment, and assuring that the facility follows Federal and Tribal regulations.

**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.

Operates a variety of equipment including but is not limited to ( skid-steer loader, forklift, front-end loader, crane, landscaping equipment, pressure washer and sand blaster), used in the proper handling, transfer and disposal of all municipal solid waste, demolition, hazardous waste, composite/brush and recyclable materials brought to the transfer facility.

Greets customers, monitors cash sales and collects payments. Works with and understands procedures related to cash, checks, credit, and debit.

Cash management, including cash register balancing before and after shift and making deposits, in accordance with policies and procedures.

Responsible to check in and weigh all customers when entering the transfer facility, visually inspect waste, assist in waste disposal and sorting of items into correct locations, weigh the outgoing vehicle and provide a weigh ticket to the customer.

On daily basis housekeeping, cleaning, tank inspections, tank level inspections, and equipment inspections.

Maintain all buildings, grounds roadways and landscaping in a clean and tidy condition at all times.

Assist with general administrative duties as directed by the Manager (Transfer Station) including but not limited to; entering waste and recycling data, and incident reports.

Responsible for the proper sorting of wastes deposited by customers at the transfer station. Will visually inspect all waste deposited at the transfer station to allow for the proper disposal.

Responsible to inform customers on site with respect to safe procedures and protective measure. Enforce safety rules established by federal law and Makah Tribe.

## **QUALIFICATIONS**

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

High school diploma or general education degree (GED).

### **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 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.

Must be bondable.

### **OTHER QUALIFICATIONS**

### **OTHER SKILLS AND ABILITIES**

Must have the ability to communicate effectively in writing and verbally.

Must have excellent customer service skills.

Ability to establish and maintain effective working relationship with staff, public and private agencies and the general public.

Ability to prioritize assignments and work independently with little supervision.

Must have knowledge of equipment cleaning standards and procedures.

Must have the ability to operate required equipment in a safe and responsible manner.

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 is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **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; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. 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

**OPEN: July 21, 2021**  
**CLOSE: August 3, 2021**

Fax: (360) 645-3123

E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)

**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.