

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Maintenance Worker (Hobuck)

EXEMPT: No

TARGET SALARY: \$16.15 to \$19.00/DOQ

PROGRAM: Hobuck

JOB CODE: 3-SS T3

SHIFT: Flex

Location: 2726 Makah
Passage

REPORTS TO: Hobuck Manager

SUMMARY: The primary responsibility for this position is to perform maintenance and repair on all tribally-owned facilities included at Hobuck Beach Resort under the umbrella of Makah Business Enterprises. Which can include but not limited to 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.

Consult with Hobuck manager in conducting a survey of all facilities and preparing an annual Preventative Maintenance Plan (PMP). The PMP will list each building, maintenance, repair, and replacement priorities, estimated time frame for completion, cost estimate, resource needs (materials, time, specialization needs) for Hobuck Beach Resort.

Following the PMP, this position will assist in the planning and scheduling of and performing 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.

Makes minor plumbing and electrical repairs. Change out appliances, heaters, water heaters as needed in the cabins. Clean gutters, paint exterior and interior of buildings as needed.

Occasionally work with other staff with maintaining the grounds at parks, other Enterprise facilities, and specific locations in the down town area.

QUALIFICATIONS AND REQUIREMENTS:

High school diploma or general education degree (GED).

Minimum of two years' experience in building maintenance or related field(s)

LANGUAGE SKILLS:

Ability to read and interpret technical documents and procedure manuals.
Ability to write route reports, correspondence, maintain schedules, prepare billing documents and related work. Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts; apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to accurately measure objects.

REASONING ABILITY:

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

CERTIFICATES AND REGISTRATIONS:

Must have a valid Washington State Driver's 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:

Must have good organizational skills.

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

Customer-service oriented.

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 and weekends 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.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against COVID-19 and provide documented proof of vaccination prior to employment.

PHYSICAL DEMANDS:

This is a very physically demanding job. Individual must be able to lift 100 pounds dead weight properly, bend, crawl, climb ladders, work at heights such as roofs of buildings, work in poor weather conditions, and at night.

WORK ENVIRONMENT:

The primary work environment includes all properties on the Makah Indian Reservation owned and managed by the tribe through Enterprise Management and Makah Business Enterprises including rental houses.

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 task demands 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.

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.

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, 2022
CLOSE: January 24, 2022

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.