

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Senior Maintenance Technician (Water & Waste Water)

EXEMPT: No

TARGET SALARY: \$17.77 to \$20.91/DOQ

PROGRAM: Public Works

REPORTS TO: Public Works Manager

JOB CODE: 3-SS T4

SHIFT: M-F 8-5

Location: Various Sites

SUMMARY: Provides for a variety of work in skilled mechanical work in the diagnosis, preventative maintenance, repair, and overhaul of equipment necessary for the water and waste water systems.

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.

Respond to customer calls or needs in a timely and courteous manner and coordinate with other operators for repairs or services to be completed.

Must be able to read and understand blueprints, in order to help other utility agencies and contractors in locating of treatment plant and distribution system components, also for repairs and service connections.

Provides for preventative maintenance for the water and wastewater facilities and lift station site by scheduling maintenance projects for full utilization and coordination of staff and materials.

Identify, diagnose, and plan corrective action for potential plant or system maintenance problems.

Develops and administer a preventative maintenance program for all assigned facilities and equipment.

Assists in the maintenance of a variety of equipment such as pumps, compressors, and generators. Inspect and clean assigned equipment and facilities as part of the comprehensive preventative maintenance program.

Supervise the use of and operate construction equipment and power tools including dump trucks, front-end loader, backhoe, compressors, jackhammers,

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paint sprayers, concrete saws, sewer rodders, mowers, edger's and blowers; maintain hand tools and assigned equipment; perform preventative maintenance on equipment.

Maintains a key and lock shop by providing repairs to and keys for all Best Locks within the Tribal organization. Replace cores and core door locks as needed to maintain security. Maintain a key inventory and a personnel card file system to provide tracking security for all keys in use.

Perform a full range of maintenance and repair duties throughout the organization such as, performs repairs to plumbing fixtures, commodes, lavatories, water closets, faucet s, float valves, flush valves, etc. Perform carpentry, dry wall, painting and repairs to windows, perform electrical repairs to motors and controlling equipment such as switches and transformer used in the building maintenance trade. Maintains tools and equipment such as vises, hand and power treading machines, saws, drills, hand and riding lawn mowers, gas and electric string trimmers, ladders and hand trucks.

Perform grounds keeping duties consisting of but not limited to; mowing grass at the Tribal Center, trimming grass around buildings; maintain fences, unplugging storm drains and culverts; spraying wasp, hornet and bee nests to provide safety to building occupants at the Tribal Center and other tribal facilities. Provides for seasonal snow and ice removal at tribal facilities.

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

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

QUALIFICATION REQUIREMENTS:

EDUCATION & EXPERIENCE:

High School Diploma or GED Certificate.

Minimum of two years carpentry and facilities maintenance experience.

SUPERVISORY SKILLS:

Carries out general supervisory project responsibilities only. The Public Works Manager retains full personnel management authorities.

LANGUAGE SKILLS:

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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.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

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

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

Knowledge of long-range maintenance planning.

Skill in the repair and maintenance of plant equipment.

Ability to read and interpret operation and maintenance manuals and blueprints.

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

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

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

Ability to work independently in the absence of supervision.

Perform a variety of 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 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:

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:

The Senior Maintenance Technician work is in many different environments inside/outside at the plant(s), in the field at a variety of pump/lift/collection systems. The Technician may work in inclement weather, heavy traffic, underground vaults, sewer lines, and cramped quarters and near large, operating equipment. 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 an Application for employment with supporting documentation to:

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**Makah Tribal Council
Human Resources
71 Makah Bay Drive**

**OPEN: June 16, 2022
CLOSE: June 30, 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.

ELIGIBILITY REQUIREMENTS: Employees who have at least one year of service with the Tribe and not currently on probation are eligible to apply for in-house promotions.

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, section 472 and 473.