

**NEW MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Maintenance Tech I (Village of Hope)**

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<b>EXEMPT: No</b>	<b>JOB CODE: 3-SS-T3</b>
<b>TARGET SALARY: \$16.15 to \$19.00/DOQ</b>	<b>SHIFT: Flex</b>
<b>PROGRAM: Housing</b>	<b>LOCATION: Housing</b>
<b>REPORTS TO: Maintenance Supervisor</b>	

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**SUMMARY:** Perform various skilled and semi-skilled repairs and maintenance of buildings and equipment within the Village of Hope.

**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.

Performs carpentry tasks such as hanging doors and installing windows; repairing/replacing doors and window hardware; re-glazing windows; installing and/or repairing cabinets and handrails; replacing trim; repairing/replacing flooring materials and repairing roofs, gutters, and downspouts.

Performs drywall tasks such as removing old drywall, mixing drywall mud, installing and repairing drywall; and mudding, taping and feathering or texturing to match surrounding surfaces.

Performs painting tasks such as preparing surfaces by patching holes, sanding, scraping, and masking; applying paint with brushes, rollers, or sprayers; touch-up painting; spot painting metal surfaces for corrosion control, etc.

Performs equipment maintenance tasks such as checking for proper equipment operations, lubricating bearings, changing filters, etc.

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Installs electrical appliances.

Utilizes a wide range of powered and non-powered hand tools and equipment.

Troubleshoots maintenance problems by visual and physical inspection and the use of appropriate testing equipment.

Assist other project and maintenance personnel.

Performs manual labor as required and exercises proper safety precautions.

Provide groundskeeping duties such as mow, edge, weed eat, moss removal, pressure wash buildings/and clean gutters of VOH properties.

Provides after hours emergency maintenance coverage as scheduled.

Performs other maintenance related tasks and duties as assigned.

## **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 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. 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.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation to be considered for an interview.

### **OTHER QUALIFICATIONS**

### **OTHER SKILLS AND ABILITIES**

Ability to comprehend and follow verbal and written instruction.

Must have advanced skill and knowledge of principles, practices, tools, and materials used in building trades, including rough and finish carpentry, drywall, painting, and masonry.

Must have advanced skills and knowledge of the standard practices, processes, and materials involved in trades related to general building maintenance.

Proficiency in the use and care of tools and equipment employed in building and equipment maintenance and construction work.

Must have sound knowledge of the occupation hazards and safety precautions of the building trades.

Ability to maintain simple records and prepare reports as required.

Ability to establish and maintain effective working relationships with other employees, tenants, and the public, including low-income, elderly, and disabled persons and, to give information regarding grounds, building facilities, and applicable policies and regulations.

Ability to maintain a professional, courteous demeanor at all times.

Ability to creative, solution-orientated attitude.

Must have strong organizational and time management skills.

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 official documented proof of vaccination prior to employment.

### **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  
Fax: (360) 645-3123  
E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)

OPEN: August 2, 2022  
CLOSE: August 15, 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.