

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Collector/Operator (Garbage/Refuse) Part-time

EXEMPT: No

JOB CODE: 4-TS T4

TARGET SALARY: \$15.74 to \$16.43/DOQ

SHIFT: Part-time Flex up to 20-28hrs/week

PROGRAM: Environmental

LOCATION:

REPORTS TO: Environmental Program Manager

SUMMARY: Responsible for the assisting with garbage collection services in order to ensure that garbage is collected, transported and disposed of in an appropriate manner.

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 equipment that compresses the collected refuse.

Operates automated or semi-automated hoisting devices that raise refuse bins and dumps contents into openings in truck bodies.

Dismounts garbage truck to collect garbage and remounts truck to ride to the next collection point.

Collect garbage from buildings, businesses, and residential areas per schedule to ensure garbage is removed, transported, and disposed of according to set policies and procedures.

Dispose of garbage according to set policies and procedures.

Cleans truck and compactor bodies after routes have been completed.

EDUCATION and/or EXPERIENCE

No prior experience or training.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Must have knowledge of truck and equipment safety.

Must have knowledge of garbage collection and disposal.

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 perform physically strenuous work; lifting, pulling and managing heavy equipment and objects.

WORK ENVIRONMENT

While performing the duties of this job, the employee is exposed to all different weather conditions including extreme cold and extreme heat. Employee are exposed to unpleasant sights and smells. Maybe exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skill from irritations and infestations.

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, Bldg 71
Neah Bay, WA 98357
Fax: (360) 645-3123**

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

**OPEN: October 26, 2023
CLOSE: November 8, 2023**

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, gender identity, 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.