

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Equipment Operator & Mechanic II**

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<b>EXEMPT: No</b>	<b>JOB CODE: 3-SS T5</b>
<b>SALARY LEVEL: \$29.32 to \$32.58/DOQ</b>	<b>SHIFT: 32 hr/week-Flex</b>
<b>DEPARTMENT: Operations</b>	<b>LOCATION: BIA HILL</b>
<b>REPORTS TO: Roads Manager</b>	

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**SUMMARY:** Provide routine maintenance to roads, sidewalks, and storm drains. Perform a variety of scheduled routine and non-routine tasks such as shop work, patching potholes, and roadside brushing.

**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.

Regularly makes minor repairs to roadways, roadway shoulders and related structures such as bridges and guardrails and guardrail posts; picks up rubbish, debris, cleans ditches and culverts by using a hand shovel.

Cuts brush, trees and other vegetation on the roadways, assists in landscaping of roadways in the planting and maintenance of a variety of ground cover, plants and/or trees; plants, transplants trims, prunes, weeds, fertilizes, picks litter; trims and mows grass.

Assists in carrying out the preventative maintenance program for tribal roads, sidewalks and storm drain inspections. Reports all minor or major deficiencies found during inspections.

Provides routine clean up for streets, sidewalks, walkways, crosswalks, and storm drains including but not limited sweeping of streets, routine painting of crosswalks, maintain sidewalks, and clearing of storm drains.

Provides routine inspection and cleaning of road signs, reports any deficiencies.

Loads and unloads materials, supplies and equipment used in roads maintenance work.

Maintain a preventative maintenance program for equipment, roads, and storm drains that will coincide with manufacturers recommendations and program needs. This includes scheduling of maintenance and projects through the Roads Manager.

Provide estimates and justify expenditure requests for supplies, tools, and equipment needed for heavy equipment and road system routine maintenance, minor projects, and emergency repairs.

In performing primary duties, this position operates heavy equipment such as dump truck, caterpillar, grader, backhoe, excavator, and roadside brusher. This also includes manual labor.

Operate and repair generators (primary and secondary) for operation of equipment.

Clean and maintain all equipment, parts, supplies, and road shop.

Conducts daily equipment inspections, preventative maintenance and repair tasks on vehicles and heavy equipment; maintain accurate records. Performs proficient inspection, diagnosis and moderately complex repair of assigned vehicles and equipment.

Assists in snow and ice control; assists in installing and removing culverts; applies pesticide when assigned.

Acts as a flagger, places traffic cones and other traffic control devices to ensure a smooth flow of traffic.

**EDUCATION AND EXPERIENCE:**

High School Diploma or GED.

Must have a minimum of two years equipment operating experience.

Two years Mechanic experience preferred.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manual. Ability to write routine reports and correspondence.

**REASONING ABILITY:**

Ability to define problems collects data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Driver's 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.

**OTHER SKILLS AND ABILITIES:**

Must have the ability to effectively interact with all levels of diverse work-force and community members via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Must have the ability to function effective under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to work independently in the performance of regular working duties.

Ability to operate a variety of gasoline and diesel-powered tools and equipment.

Ability to maintain accurate records to prepare and submit oral and written reports.

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:**

This job requires working extended periods and may require some weekend and evening work.

**PHYSICAL DEMANDS:**

Most of this position is spent on manual labor in all types of terrain, and in bad weather conditions. On occasion the employee will have to work a flexible schedule requiring emergency weekend and after normal work hours' work. The employee must frequently lift or move between 10 pounds to 100 pounds.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is exposed to wet and/or humid conditions and outside weather conditions. 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 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](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: January 15, 2025**  
**CLOSE: January 21, 2025**

**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.