

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Parks & Enterprise Grounds Maintenance Worker**

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<b>EXEMPT:</b> No	<b>JOB CODE:</b> 3-SS T3
<b>TARGET SALARY:</b> \$24.22 to \$26.91/DOQ	<b>SHIFT:</b> 32 hr/week Flex
<b>PROGRAM:</b> Enterprise Maintenance	<b>Location:</b> 70 Makah Bay
<b>REPORTS TO:</b> Maintenance Supervisor (Enterprise)	

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**SUMMARY:** The primary responsibility for this position is to perform service of the portable restrooms throughout the Neah Bay community. Grounds maintenance and repair of Parks and Recreation facilities included under the umbrella of Makah Business Enterprises.

**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.

Operate and maintain the Tribes portable restroom & septic pump truck on a routine schedule, this will include contacting customers, completing customer applications and providing that information to Finance.

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.

Perform daily pre-trip inspections on the pump truck and preventative maintenance checking the oil, tire pressure, grease the power take off fittings on the vacuum pump, zerk and steering and driveline fittings.

Performs maintenance, repair, and construction of trails, and rehabilitation trail work involving carpentry, masonry, motor vehicle operations, and laborer duties.

Performs maintenance, repair, construction, and rehabilitation to playground facilities working involving carpentry, masonry, motor vehicle operations, and laborer duties.

Clean up of visitor use buildings, and public restrooms using a variety of cleaning compounds, disinfectants, materials, and equipment. Picking up litter and emptying refuse containers from along roadways, parking lots, main and subsidiary visitor trails, paths and picnic areas.

Repairs and maintains surfaces and grades trails, prunes vegetation; mows grass and ground covers using powered lawn mower and weed-cutting machine;

constructs and repairs fences and retaining walls. Occasionally makes minor plumbing and carpentry repairs and paints interior/exterior surfaces. Assist in gardening as needed.

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

Assist the Maintenance Supervisor in prioritizing, scheduling, completing work orders from Enterprise Manager and customers.

**QUALIFICATIONS AND REQUIREMENTS:**

High school diploma or general education degree (GED).

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

**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 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.

**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**

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.

**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.

**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**

**OPEN: February 11, 2025  
CLOSE: Open Until Filled**

Neah Bay, WA 98357

Fax: (360) 645-3123

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

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.