

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Maintenance Worker**

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<b>EXEMPT: No</b>	<b>JOB CODE: 3-SS T3</b>
<b>TARGET SALARY: \$24.22 to \$26.91/DOQ</b>	<b>SHIFT: 32 hr/week Flex</b>
<b>PROGRAM: Public Works</b>	<b>LOCATION:</b>
<b>REPORTS TO: Maintenance/Transit Supervisor/Mechanic</b>	

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**SUMMARY:** This position performs routine maintenance work in the form of minor electrical system service, carpentry, plumbing work including correction of clogged pipes, dirty traps, and leaks in buildings and/or other manual welding processes to carry out standard welding operations.

**ESSENTIAL DUTIES & 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.

Provides maintenance services to all tribal facilities directly or indirectly including new construction and/or rehabilitation of facilities, as well as general preventative and cyclical maintenance to all tribal physical structures.

Provides mechanical system services to utilities, roads, walk ways, parking areas.

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

Operates equipment such as field type gasoline or diesel-powered tractors/mowers, and passenger vehicles and/or trucks.

Assists in making repairs and operating hand tools and power tools.

Responsible for the maintenance of landscape grounds at all tribal facilities may provide pesticide control, and solid waste disposal.

May perform or assist in custodial duties at all tribal facilities, and snow and ice removal.

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

## **QUALIFICATION REQUIREMENTS:**

### **EDUCATION & EXPERIENCE:**

High School diploma or GED certificate.

A minimum of six months experience is preferred.

### **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. 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:**

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

Ability to use and maintain hand tools and equipment from the electrical, plumbing and carpentry trades.

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

Knowledge of the methods and techniques used in routine-type maintenance of motor vehicles.

Approved 12/19/01

Revised 12/12/13

Revised 02/19/14

Revised 04/19/16

Reclassified 09/30/19

Revised 10/08/21

Ability to interpret instructions, drawings, diagrams, or blueprints.

Must submit to a pre-employment alcohol and drug test, and must submit to random employment alcohol and drug testing.

### **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**

While performing the duties of this job, the employee is occasionally 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: May 28, 2025**

**CLOSE: June 12, 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.