



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Enterprises – Maintenance I

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position:       **MAINTENANCE I**  
Supervisor:     Resort Manager  
Location:       Oceanside Resort  
Work Info:      Full Time: 40 Hrs/Week (M-F)  
Salary:         DOQ/E

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Have general knowledge of various types of maintenance duties, i.e. plumbing, electrical, and carpentry
- Be able to work under supervision
- Be able to work varied schedules if required e.g. weekend, holidays and possible on call
- Be able to perform daily maintenance jobs at resort
- Help to maintain a clean/neat maintenance shop
- Maintain resort grounds
- Must be self-motivated, team player, and must keep busy at all times
- Must be reliable, with a proven record of dependable attendance
- Perform other duties as requested by the Maintenance Supervisor/Resort Manager
- Other duties as assigned.

**QUALIFICATIONS:**

**Required Qualifications:**

- Must have a High School Diploma or GED or obtain one in one year
- Must have and retain a valid Washington State Driver's license or obtain within three months
- Must adhere to the Personnel Policies along with the Drug and Alcohol Policies

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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