



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



JOB TITLE: Assistant Harbor Master
ORGANIZATION: La Push Marina
SUPERVISOR: Harbormaster
Rate of Pay: \$17.00 per hour
OPENS: May 7, 2021
CLOSES: May 21, 2021 – or Until Filled

Duties: Works at the direction of the Harbor Master
 Must operate all aspects of dockside and parking side fueling station
 Use cash register to collect/register all moorage, supplies, launching fees
 Prepare daily deposits, turn them into accounting, including all sales receipts, end-of-day reports, and cash reconciliation sheet.
 Must check daily to ensure bills are dropped off at accounting
 Supports the Harbor Master to enforce harbor rules and regulations
 Supports the Harbor Master to maintain a safe, clean and orderly marina, including operation of marina water craft
 Supports the Harbor Master to maintain required slip reservations and rental documentation records
 Primary responsibility is to maintain, repair and clean all docks, marina area and equipment as directed by the Harbor Master
 Keeps entire marina area docks, waterways, shoreline free of trash/debris
 Walks all marina docks daily & prepares the daily marina safety check list
 Other duties as assigned

Qualifications:

1. High School Diploma/GED or obtain one in (1) year
2. Prior experience in a marine environment
3. Experience in handling money
4. Experience in maintaining reliable records
5. Prior marina experience
6. Training in handling of marine fuels and basic electric construction equipment
7. Training in the handling of hazardous materials in a marina environment
8. Must have a reliable work ethic, must show up for work, and take initiative

Special Requirements:

Must have and retain a valid Washington State Driver's License. Must pass a background check. Must adhere to Personnel Policies and Drug and Alcohol Policies. Must maintain professionalism with the customers. Must be able to work various shifts, weekends and holidays, be on call on appointed days.

Submit QTC job application to:

Personnel Department
Quileute Tribal Council
PO Box 279
La Push, WA 98350

Obtain a job application/description at www.quileutenation.org

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native American and Alaskan Native.