



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



Quileute Tribe Job Description

Building Maintenance Worker

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

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: 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: **Building Maintenance Worker**
Supervisor: Public Works/Janitorial Maintenance Supervisor
Location: La Push, WA
Work Info: 40 HRS Max/Wk
Salary: DOQ/E

POSITION SUMMARY:

Under General supervision from the building maintenance supervisor, performs a variety of cleaning, maintenance, and minor repairs tribally owned buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Performs a variety of building tasks, including changing light bulbs, painting, basic carpet, installing/repairing plumbing and electrical fixtures cleans out clogged drains and sewer lines
- Remodels buildings by removing painting or paneling, knocking down non-load bearing walls, constructing new walls by plans or sketches, and installing taping mud, and painting, sheetrock.
- Install/repair heating and cooling systems in new facilities and replace non-working systems in existing facilities; run electrical wiring to provide new circuits or replace inadequate circuits.
- Maintains a safe and clean working environment by ensuring all work areas are clean, and free all tools, parts, and equipment before leaving the job site. Oversees maintenance subcontractors while working within the building.
- Other duties as assigned.

Skills, Knowledge, and Abilities

- Knowledge of building maintenance and repair procedures and practices
- Knowledge of basic carpentry practices
- Knowledge of basic plumbing installation, maintenance, and repair practices
- Knowledge of basic electrical installation, maintenance, and repair practices
- Knowledge of basic heating and cooling system installation, maintenance, and repair practices
- Knowledge of hazards and safety precautions associated with building maintenance, installations, and repairs
- Skill in completing basic building maintenance/repair and remodeling projects
- Skill in installing, maintaining, and repairing heating and cooling systems, electrical circuits, and plumbing fixtures
- Skill following oral and written instructions and procedures
- Skill establishing and maintaining effective working relationships and other staff and public
- Ability to move 20-50 pounds or more long distances (more than 20 feet)
- Ability to bend or stoop repeatedly or continually
- Ability to work in cramped spaces and extreme weather conditions
- Ability to read blueprints, layouts, or visual aids
- Other duties as assigned; including work in other functional areas to cover absences or

- relief. To equalize peak work periods or balance the workload.
- Must have a strong work ethic and daily attendance is a must.

Minimum/Preferred Qualifications:

- Must have a valid Washington State Driver's License
- Must have a high school diploma or GED.
- Must have experience equivalent to three (3) years of full-time building maintenance or repair work; or completion of a post-high school program in Building Maintenance or one of the construction trades may substitute for one year of the required experience.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal 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 a 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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