



**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

## Public Worker 1

**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: **Public Worker 1**  
Supervisor: Public Works Foreman  
Location: La Push, WA  
Work Info: 40 HRS Max/Wk  
Salary: DOQ/E

**POSITION SUMMARY:**

Under general supervision from Public Works Foreman, performs a variety of entry-level tasks within the Public Works department including sewer, water, garbage, and road maintenance for the Quileute community.

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

- Help and learn to operate and maintain the Wastewater Collection system for the Quileute reservation.
- Help and learn to operate and maintain wastewater plants and associated equipment.
- Help and learn to operate and maintain the Quileute Water Production and Treatment Plant at Three Rivers.
- Help and learn to operate and maintain the Quileute solid waste collection and disposal system. Assist with monthly Water “shutoffs” as directed.
- Help and learn about plumbing, electrical, and carpentry.
- Must be able to work weekends and holidays a
- other duties as assigned.

**Skills, Knowledge, and Abilities**

- Ability to lift and move 50 pounds or more for distances of more than 20 feet
- Write legibly.
- Understand and adhere to directions.
- Willingness to learn.

**Minimum/Preferred Qualifications:**

- Must have a valid Washington State Driver's License
- Must have a high school diploma or GED.

**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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