



# 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:** December 7, 2021  
**CLOSES:** Open 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

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.

### **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.***