



# QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.

P.O. Box 67, La Push, WA 98350

(360) 640-5613

**JOB TITLE:** Assistant Harbor Master  
**ORGANIZATION:** La Push Marina  
**SUPERVISOR:** Harbormaster  
**Rate of Pay:** DOE/Q  
**OPENS:** July 15, 2025  
**CLOSES:** Open Until Filled

## Essential Duties & Responsibilities:

- 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 watercraft
- 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:

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

**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 adhere to all Quileute Tribal Enterprise Drug and Alcohol Policies
- Must maintain a valid driver's license throughout employment

**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:**

Submit a completed Quileute Tribal Enterprise job application to:

**Quileute Tribal Enterprises Human Resources Department PO Box 67 La Push, WA 98350**

Email: **Cynthia.Barajas@quileutetribe.com**

Applications are available online at [www.quileutenation.org](http://www.quileutenation.org).