



# QUILEUTE TRIBAL ENTERPRISES

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**HUMAN RESOURCES DEPT.**

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

**(360) 640-5613**

**Position: Facilities Director**

**Organization:** Quileute Tribal Enterprises (QTE)

**Supervisor:** Executive Director

**Compensation:** \$95,000 – \$125,000 DOE/Q

**Closes:** 3/31/2026 OR until filled

**Position Summary:**

Quileute Tribal Enterprises (QTE) is a tribally owned enterprise responsible for managing and growing a diverse portfolio of businesses that serve both the Quileute community and visitors to La Push, Washington. Operations include the Oceanside Resort, Rivers Edge Restaurant, Riverview RV park and campground, Quileute Marina, Lonesome Creek Convenience store and gas station, Kitla Event center, Native Grounds Coffee shop, storage facility, and parking fee collections throughout the community.

The Facilities Director provides leadership and oversight of the physical plant, infrastructure, and equipment supporting all QTE businesses. This role ensures that facilities are well-maintained, safe, and aligned with enterprise goals. The Facilities Director oversees capital projects, preventative maintenance, vendor relationships, and regulatory compliance. The role requires balancing day-to-day facilities management with planning for long-term capital improvements.

**Duties and Responsibilities**

- Lead maintenance and facilities operations for all QTE properties, ensuring safety, reliability, and efficiency.
- Oversee capital improvement projects, including scoping, budgeting, scheduling, and contractor/vendor management.
- Develop and implement preventative maintenance programs across enterprise facilities and equipment.
- Ensure compliance with safety codes, health regulations, and environmental standards.
- Ensure landscaping is attractive and adds to a positive guest experience.
- Maintain records of inspections, permits, and service logs.

- Collaborate with Operations, F&B, and Accounting to support smooth business operations.
- Respond promptly to guest feedback, requests, or survey responses regarding facilities to ensure the best possible guest experience.
- Develop budgets for facilities and capital expenditures; monitor spending and report variances.
- Supervise facilities and maintenance staff, providing coaching and career development opportunities.
- Ensure that facilities projects are completed on time, within budget, and to quality standards.
- Respond promptly to facility-related emergencies or issues impacting business operations.
- Support enterprise sustainability efforts, energy management, and cost control initiatives.

### **Qualifications**

- Bachelor's degree in Facilities Management, Construction Management, Engineering, or related field; or 5+ years of progressive facilities management experience.
- Demonstrated success overseeing facilities for a multi-site operation with annual revenue at or above \$5M.
- Experience managing capital projects and vendor contracts.
- Strong knowledge of building systems, safety codes, and preventative maintenance practices.
- Skilled in budgeting, cost control, and project planning.
- Supervisory experience with ability to coach and develop a team.
- Strong problem-solving and organizational skills.
- Effective communicator with the ability to work collaboratively across departments.
- Culturally sensitive, with the ability to work effectively with tribal leadership, members, and community stakeholders.

### **Special Requirements:**

- Must pass a criminal background check.
- Must possess and maintain a valid driver's license
- Must adhere to the Quileute Personnel and Drug & Alcohol Policies.
- Must have reliable transportation and a working telephone.
- Ability to respond to facility issues outside of standard working hours as needed
- Must be available for flexible shifts, including weekends, holidays, and on-call needs.
- Must be able to work while standing for extended periods and lift/store inventory as needed.

**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.

**Tribal and Indian preference will apply.** If applicants have equal qualifications, preference will be given first to Quileute Tribal members, second to other Native Americans and Alaska Natives, and third to spouses of Quileute Tribal members, in accordance with the Quileute Tribal Employment Rights Ordinance (TERO). There will be no other preference 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:**

To apply, please submit the following to the Quileute Tribal Enterprises Human Resources Department:

- A completed Quileute Tribal Enterprise job application
- A cover letter
- A current resume

**Submission Options:**

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

**Email:** [Cynthia.Barajas@quileutetribe.com](mailto:Cynthia.Barajas@quileutetribe.com)

**Application Access:**

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