



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 I

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, If Applicable**)
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 I**
Supervisor: Public Works Foreman
Location: Public Works
Work Info: 40Hrs Max/Wk
Salary: DOQ/E
Closes: Open Until Filled

JOB 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 Wastewater Collection system for the Quileute reservation.
- Help and learn to operate and maintain wastewater plant 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 “shut offs” as directed.
- Help and learn about plumbing, electrical, and carpentry.
- Must be able to work weekends and holidays along with other duties as assigned.

In connection with the above listed duties, you will be afforded the opportunity to obtain a Washington State Commercial Driver’s License, Washington state Wastewater plant Operators Certificate and/or Washington State Water operator certificate.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:

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

QUALIFICATIONS:

- Must have a high school diploma or GED / Obtain within 1 year of hire.
- Must have a valid Washington State Driver’s License.

SPECIAL CERTIFICATIONS REQUIRED:

- N/A

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 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.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

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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