



Federally Recognized
October 3, 1950

UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

P.O. Box 746 · Tahlequah, OK 74465
18263 W. Keetoowah Circle · Tahlequah, OK 74464
Main line: 918-871-2800 · Fax: 918-414-4000
www.ukb-nsn.gov

COUNCIL

Jeff Wacoche
CHIEF
O'E@G.A

Amos Ketcher
ASSISTANT CHIEF
W.F.Λ SVS O'E@G.A

Caleb Grimmatt
SECRETARY
ΛA.ΩP.ϕOY

Sonja Gourd
TREASURER
DSW D\$ΛΛ

Vacant
CANADIAN
DhJf DΛf

Cliff Wofford
COOWEESCOOWEE
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Tishaleta Gueverra
DELAWARE
DTOΛ

Frankie Still
FLINT
ϕOoD\$GT

Willie Christie
GOINGSNAKE
T@ϕ D@T

Janelle Adair
ILLINOIS
ϕQAT

Charles Smoke
SALINE
A\$oDY

Donald Adair
SEQUOYAH
bVf

Sammy Allen
TAHLEQUAH
ϕPT

Internal/External Announcement

Opening Date: 3/4/2026

Closing Date: 3/11/2026

Applications can be obtained and then submitted using the information listed above or by email:
m Downing@ukb-nsn.gov

Job Title: Laborer Housing

Department: UKB Housing

Location: UKB Tribal Complex – Tahlequah

Reports To: Housing Director

Status: Full-time

Pay: \$14 per hour (Funding ends September 30, 2026)

Summary

The UKB Housing Department Laborer is responsible for assisting in the construction, maintenance, and repair of housing projects within the tribal community. The role involves performing a variety of manual labor tasks, ensuring housing projects are completed efficiently, safely, and in accordance with tribal and federal regulations.

Essential Duties and Responsibilities

- Performs tasks such as loading and unloading materials, digging trenches, and cleaning work areas.
- Operates basic tools and equipment, including hand tools, power tools, and machinery, as directed.
- Assists in the construction of new housing units and other related facilities.
- Supports skilled workers (e.g., carpenters, electricians, plumbers) as needed.
- Performs routine maintenance on housing facilities, such as painting, minor repairs, and landscaping.
- Conducts inspections and report issues to the Housing Supervisor.
- Follows safety protocols and guidelines to maintain a safe work environment.
- Ensures compliance with tribal, state, and federal housing regulations.
- Communicates effectively with tribal members and respond courteously to inquiries.
- Represent the Housing Department positively within the community.
- Performs additional duties as assigned by the Housing Supervisor or management.

Education and Experience

- High school diploma or GED preferred.
- Prior experience in construction, maintenance, or related field is a plus.

Additional Job Qualifications

- Ability to operate basic tools and equipment safely and effectively.
- Must be able to successfully complete background check and drug screen.

Licenses and Certifications

- Must possess and maintain a valid unrestricted Oklahoma State Driver's License verified by a motor vehicle report.

UKB and Tribal preference applies.



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An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to mdowning@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov. Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and return the job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date