



**UNITED KEETOOWAH BAND OF CHEROKEE
INDIANS IN OKLAHOMA (UKB)
UKB CORPORATE BOARD
16426 W 760 RD.
Tahlequah, OK 74464**

Ratified
October 3, 1950

**UKB
CORPORATE
BOARD**

Carrie Haney
Chairman

Dana Boren
Secretary

Dustin Scott
Treasurer

Jeffrey Nelson
Member

Heather Wagoner
Member

EXTERNAL ANNOUNCEMENT

Applications can be obtained from the UKB website and then submitted using the information listed below:

By bringing a paper application to Ashley Myers at the UKB Corporate Board office address listed above or sent via email to amyers@ukb-nsn.gov

Opening Date: 4/24/2024

Closing Date: 5/17/2024

Job Title:	Carpenter
Organizational Unit:	Echota Support Services
Supervisor:	Maintenance Manager
Status:	Full time – Temporary
SALARY:	\$20 - \$22 per hour / Based on experience

JOB SUMMARY:

We are looking for a qualified carpenter for remodel projects. Your job will entail working in diverse settings to produce steady and functional buildings. An ideal candidate will also have good knowledge of remodel work and an excellent understanding of carpentry techniques and methods of installation and construction. They will be able to work with little supervision while following all health and safety standards.

Responsibilities:

- Read blueprints, drawings, and sketches to fully grasp the requirements of the job.
- Take measurements and calculate the size and amount of material needed.
- Cut, shape and smooth lumber and other material according to measurements.
- Build window frames, doors, and frame buildings by using raw materials or pre-constructed items.
- Lay out floorings, roofings or drywalls ensuring they are level and compatible.
- Carve and assemble furniture, cabinets, shelves, and other items and install them where designated.
- Inspect places and conduct repairs or maintenance as needed.
- Build scaffolding and other construction structures.

Minimum Requirements:

- Proven experience as carpenter
- Hands-on experience in working with carpentry materials.
- Excellent understanding of carpentry techniques and methods of installation and construction
- Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)
- Ability to read technical documents and drawings.
- A willingness to always follow safety guidelines.
- Good knowledge of English
- Good understanding of basic math
- Good physical condition and endurance
- Must possess a valid Oklahoma Driver's license and a clear background check.

Candidate/Employee is fully aware that this position is temporary and is over when the job is complete.

**UKB and Tribal preference applies.
Job description is subject to change.**

Work hours:

- Full-time,
temporary
- Monday -
Friday, 8:00
am–5:00
pm

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