



Federally Recognized  
October 3, 1950

# UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

18300 W. Keetoowah Circle · Tahlequah, OK 74464

Main line: 918-871-2800 · Fax: 918-414-4000

[www.ukb-nsn.gov](http://www.ukb-nsn.gov)

## COUNCIL

Joe Bunch  
CHIEF  
O'E@G.Ꭰ

Jeff Wacoche  
ASSISTANT CHIEF  
W.P.Ꭰ SVS O'E@G.Ꭰ

Joyce Hawk  
SECRETARY  
JA.ᎠP.ᎠᎠᎠ

Sonja Gourd  
TREASURER  
DSW DS.ᎠᎠᎠ

CANADIAN  
DH.ᎠᎠᎠ D.ᎠᎠᎠ

Cliff Wofford  
COOWEESCOOWEE  
JᎠᎠᎠᎠᎠᎠ

DELAWARE  
DᎠᎠᎠᎠ

Frankie Still  
FLINT  
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Willie Christie  
GOINGSNAKE  
TᎠᎠᎠ DᎠᎠᎠ

Peggy Girty  
ILLINOIS  
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Charles Smoke  
SALINE  
AᎠᎠᎠᎠ

Junior L. Catron  
SEQUOYAH  
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Terry Kingfisher  
TAHLEQUAH  
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## INTERNAL/EXTERNAL ANNOUNCEMENT

Application can be obtained and then submitted using the information listed above or by email to [mdowning@ukb-nsn.gov](mailto:mdowning@ukb-nsn.gov)

Opening date: 9/19/2024

Closing date: 9/26/2024

Position: Laborer

DEPARTMENT: Office of Environmental Services

LOCATION: UKB Tribal Complex – Tahlequah

REPORTS TO: Director of Natural Resources

STATUS: Full-Time, Non-Exempt

PAY: \$15.00 hourly

JOB SUMMARY: Will acquire training as needed, in accordance with training plans. Will perform a full range of assignments that use independent judgment in making decisions requiring the interpretation and application of guidelines. Will also clear the area of debris and maintain a "Better than found it" standard.

### ESSENTIAL DUTIES and RESPONSIBILITIES

Coordinates activities with other departments in areas of mutual concerns in order to ensure compliance with established policies, objectives, program priorities, applicable laws, and rules and regulations.

Advises agencies on legal responsibilities under Federal and State preservation laws.

Responds to inquiries and provides guidance, clarification, and recommendations concerning Traditional Cultural Resources.

Logging downed timbers by cutting process.

Uses machines and chain saws to cut trees.

Operates heavy machinery.

Hauls, stacks, carries, carts, loads, and unloads timbers at UKB Environmental Office.

Trains on safety measures and techniques needed to perform daily tasks.

Cleans area of debris.

Cuts debris timber while maintaining safety measures.

Clears debris for cutting and makes piles for the owner to discard.

Follows all department guidelines.

Other duties as assigned.

### EDUCATION AND EXPERIENCE

High School diploma or equivalent. Minimum 2 years' experience in operating chainsaw, hand tools, and power tools.

Experience driving a loaded trailer.

This position will require you to meet and acquire 15 hours of continued education related to the department field.

Certifications and degrees will be held with Human Resources. This is required to keep abreast of new and updated policies and regulations in the ever-changing field.

### LICENSES:

Must possess and maintain a valid Oklahoma Driver's license verified through a motor vehicle report. Travel will be required for some projects. Must be able to meet security standards to conduct business as a representative of the United Keetoowah Band.

### MINIMUM QUALIFICATIONS

Must pass a background check prior to employment and every 5<sup>th</sup> year thereafter. Must not have any misdemeanor or



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felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.

Must comply with all Health policies established by the Tribe.

Proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.

Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.

Always maintain a high level of ethical standards.

Proven ability, in prior positions, to exercise good judgement in stressful situations.

Excellent attendance record in previous positions.

Excellent employment references from previous positions.

### OTHER SKILLS AND ABILITIES

Ability, aptitude, and willingness to work consistently in a professional manner.

Ability to keep legible and accurate records.

Ability to establish and maintain effective working relationships with other employees, staff, and the public.

### PHYSICAL REQUIREMENTS

While performing the duties of this position the employee is regularly required to stand, walk, sit, stop, kneel, crouch, or crawl. The employee must frequently lift and/or move 40 pounds or more. Must be able to travel across rough, uneven, and rocky surfaces when conducting field inspections, climbing ladders, or performing survey work. Will be required to work outdoors. Must be able to work well with Tribal Council, Council of Officers, Executive Officer, Tribal Administrative Staff, other agency staff, and the public.

Supervisory Responsibilities: None.

### UKB and Tribal preference applies.

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 [m Downing@ukb-nsn.gov](mailto:m Downing@ukb-nsn.gov) or via fax at (918)414-4005. For more information, visit our website at [www.ukb-nsn.gov](http://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 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date