



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

## COUNCIL

Jeff Wacoche  
CHIEF  
O'EŌG'Ō

Amos Ketcher  
ASSISTANT CHIEF  
W'P'Ō SVS O'EŌG'Ō

Caleb Grimmatt  
SECRETARY  
J'A'ŌP'ŌŌV

Sonja Gourd  
TREASURER  
DSW D'S'Ō'Ō

Vacant  
CANADIAN  
D'h'Ō'Ō D'Ō'Ō

Cliff Wofford  
COOWEESCOOWEE  
J'Ō'ŌJ'Ō

Tishaleta Gueverra  
DELAWARE  
D'E'Ō'Ō

Frankie Still  
FLINT  
Ō'Ō'Ō'Ō'Ō'Ō

Willie Christie  
GOINGSNAKE  
T'Ō'Ō D'Ō'Ō

Janelle Adair  
ILLINOIS  
Ō'Ō'Ō'Ō'Ō

Charles Smoke  
SALINE  
A'Ō'Ō'Ō'Ō

Donald Adair  
SEQUOYAH  
Ō'Ō'Ō'Ō

Sammy Allen  
TAHLEQUAH  
Ō'Ō'Ō

### Internal/External Announcement

Opening Date: 03/04/2026

Closing Date: 03/11/2026

Applications can be obtained and then submitted using the information listed above or by email:

[mdowning@ukb-nsn.gov](mailto:mdowning@ukb-nsn.gov)

Job Title: Maintenance Laborer

Department: Maintenance

Location: UKB Tribal Complex – Tahlequah

Reports To: Maintenance Supervisor

Status: Full-Time, Non-Exempt

Pay: BOE (Seasonal, ends October 2026)

### Summary

Maintains and repairs physical structures of buildings and grounds by performing the following duties.

### Essential Duties and Responsibilities

Receives written and verbal orders from supervisor.

Cuts grass and trim weeds on tribal properties.

Digs flower beds and plants flowers.

Constructs decorative flower garden borders with wood.

Inspects and identifies routine repairs needed.

Troubleshoots issues to determine necessary repairs.

Plans repair work as needed.

Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures, as well as plumbing and HVAC repairs.

Performs routine maintenance on building systems.

Cleans and assists with upkeep of the facilities.

Orders supplies and materials needed for repairs and maintenance.

### EDUCATION AND EXPERIENCE

High school diploma or General Education degree (GED) and at least 1 year of experience directly related to the duties and responsibilities specified.

Previous experience in maintenance, construction, or a related field preferred.

### JOB QUALIFICATIONS

Must pass a background check prior to employment and 5th year thereafter. Applicants must not have any misdemeanor or 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.

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



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SEQUOYAH  
L.V.F

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L.P.T

Excellent attendance record in previous positions.  
Excellent employment references from previous positions.

**LICENSES AND/OR CERTIFICATIONS**

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

**OTHER SKILLS AND ABILITIES**

Ability, aptitude, and willingness to work consistently in a professional manner.  
Must maintain absolute confidentiality of sensitive information.  
Ability to keep legible and accurate records.  
Ability to establish and maintain effective working relationships with other employees, staff, and the public.

**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 [mdowning@ukb-nsn.gov](mailto:mdowning@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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date