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

Federally Recognized
October 3, 1950

Internal/External Announcement

Opening Date: 10/7/2025
Closing Date: 10/14/2025
Applications can be obtained and then submitted using the information listed above or by email: mdowning@ukb-nsn.gov

Job Title: Environmental Recycling Technician (2)
Department: Environmental
Location: UKB Tribal Complex – Tahlequah
Reports To: Director Environmental
Status: Regular Full-Time, Non-Exempt
Pay: BOE (Grant Funded)

Summary of Duties and Responsibilities

The Environmental Recycling Technician will assist in managing and enforcing environmental issues and regulations associated with the Office of Environmental Services on projects. Tech is responsible for overseeing and improving the processes involved in the disposal, treatment, and recycling of waste materials. The Tech roles encompass a broad range of activities, including monitoring waste streams, ensuring compliance with environmental regulations, and implementing strategies to minimize waste impact.

Job Duties and Responsibilities

- Provides research and assists in the preparation of technical reports, grants, and programmatic projects.
- Represents and encourages cooperation in promoting sound environmental management practices for land, air, and water quality.
- Provides technical assistance and outreach to community and Tribal employees regarding environmental issues, solid waste, and recycling.
- Manages waste materials and ensures proper disposal or recycling.
- Conducts questionnaires and interviews to determine tribal environmental needs.
- Assists in drafting updates and/or revisions of tribal environmental project plans.
- Sorts and segregates different kinds of waste
- Assists Elders with solid waste cleanups.
- Establishes, organizes, and maintains files and documents for the Environmental Department and related projects.
- Completes all reports required by the funding agency and Environmental Director.
- Transports materials with dollies, trailers, and/or pallets.

Minimum Qualification Requirements

- Experiences with working with government, state, federal and tribal agencies.
- Familiar with Microsoft Word, Microsoft Excel, Laserfiche, Adobe Acrobat, GIS, and GPS. Must have ability to read maps, including experience with topographic maps and Google Earth.
- Excellent written communication required.
- Must maintain confidentiality of sensitive and protected Tribal information.
- Awareness and adherence to safety procedures
- Ability to work under timelines in the completion of assigned duties.
- Assist the Solid Waste Coordinator with day-to-day duties
- Ability to work independently as well as part of a team.
- Ability to work at an acceptable level of proficiency as required by the position.
- Physically capable of operating tractors, trucks, and hauling trailers.

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- Strong Verbal and written communication skills, including email correspondence.
- Basic Computer Skills
- Ability to understand and execute complex oral and written instructions and apply to guidelines of the UKB to a wide variety of work situations.
- Ability to exercise independent discretion, judgement, be self-motivated, and have good work ethics.
- Ability to present to the public, including District meetings.
- Must adhere to all policies and procedures of the United Keetoowah Tribal Government

<u>Education and Experience Requirements</u>
High school Diploma or General Education Degree (GED), (2) years' work experience in Environmental, Solid Waste Management, and Recycling.

<u>Licenses and/or Certifications</u>
Must possess and maintain a valid unrestricted Oklahoma State Driver's License verified by a motor vehicle report.

Travel: 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.

UKB and Tribal preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meet 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 the application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

______________________________ ____________________
Signature Date