



**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](mailto:amyers@ukb-nsn.gov)

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**Opening Date:** 4/24/2024

**Closing Date:** 5/17/2024

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| <b>Job Title:</b>    | <b>General Laborer</b>                     |
| Organizational Unit: | Echota Support Services                    |
| Supervisor:          | Maintenance Manager                        |
| Status:              | Full time – Temporary                      |
| <b>SALARY:</b>       | \$12 - \$14 per hour / Based on experience |

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**JOB SUMMARY:**

We are seeking a general laborer to join our team. You will be responsible for operating and maintaining various machines, loading, and unloading frequently heavy materials, and follow directions from supervisors and other skilled tradesmen. To do well in this role you should be physically fit, reliable, and be a hard worker.

**Responsibilities:**

- Operate and care for construction equipment and machines.
- Help equipment operators, carpenters, and other skilled labor when necessary.
- Prep construction sites by cleaning obstacles and hazards.
- Load or unload construction materials.
- Put together and take apart temporary structures, such as scaffolding.
- Remove, fill, or compact earth.
- Follow instructions from supervisors.
- Assist craft workers.
- Ready to learn from on-the-job training when necessary.
- Perform site clean-up.

**Minimum Requirements:**

- Must have a valid driver's license.
- Be at least 18 years of age.
- High school diploma.
- Ability to do physical labor and other strenuous physical tasks.
- Ability to work in all weather.
- Workers must be punctual and reliable.
- Must have experience as a general laborer in the construction industry.
- 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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preference applies.  
Job description is  
subject to change.**