POSITION TITLE: Groundskeeper (2 Positions)

DEPARTMENT: Housing

LOCATION: UKB Tribal Complex – Tahlequah

REPORTS TO: Construction Manager/Assistant Director/Director

STATUS: Part-Time, Seasonal

PAY: $10/HR

EXTERNAL OPENING DATE: 04/29/2024

EXTERNAL CLOSING DATE: Until Filled

Summary of Duties and Responsibilities

The Landscaping and Groundskeeping Worker will perform landscaping and related services required to maintain safe and attractive grounds.

Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 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.

2. Must comply with all Health policies established by the Tribe.

3. Collects and discards litter or other waste materials.

4. Operates a variety of maintenance equipment such as shovels, rakes, or power tools to complete assignments.

5. Operates power equipment and other vehicles such as mowers, weed eaters, electric clippers, or other similar machines.

6. Trims trees and vegetation and maintains flower beds.

7. Clears debris from sidewalks, driveways, parking lots, fountains, planters, or other features; performs general.

8. Other related duties as assigned.

Education/Experience

1. High school diploma or GED preferred.
2. 18 years of age or older.
3. Valid Oklahoma Driver’s License.

Physical Requirements

1. Prolonged exposure to the sun and outdoors.
2. Extended periods of walking and standing.

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

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Applicant Signature Date