



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

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.ŌŌ

Vacant
CANADIAN
D.H.ŌŌ D.ŌŌ

Cliff Wofford
COOWEESCOOWEE
J.ŌŌŌJ.Ō

Tishaleta Gueverra
DELAWARE
D.ŌŌŌ.Ō

Frankie Still
FLINT
Ō.ŌŌŌŌŌG.T

Willie Christie
GOINGSNAKE
T.ŌŌ D.ŌT

Janelle Adair
ILLINOIS
Ō.ŌAT

Charles Smoke
SALINE
A.S.ŌŌV

Donald Adair
SEQUOYAH
Ō.V.Ō

Sammy Allen
TAHLEQUAH
Ō.P.T

Internal/External Announcement

Opening Date: 12/8/2025

Closing Date: 12/15/2025

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

mdowning@ukb-nsn.gov

Job Title: Laborer (Wood crew)

Department: Environmental

Location: UKB Tribal Complex – Tahlequah

Reports To: Environmental Director

Status: Temporary Full-Time, Seasonal (Updated)

Pay: BOE

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 to ensure compliance with established policies, objectives, program priorities, applicable law, 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 chainsaws to cut trees.

Operates heavy machinery.

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

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

Cleans the areas of debris.

Cuts debris timber while maintaining safety measures.

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

Follows all departmental guidelines.

Other duties as assigned.

Education and Experience

High school diploma or equivalent. Minimum 2 years' of experience in operating chainsaws, 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.

License

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/



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Minimum qualifications

- Must pass a background check prior to employment and every 5th year thereafter. 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.
- 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 judgment 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, stoop, 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 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 m Downing@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