



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

<b>Position Title:</b> Burial Specialist	<b>Department:</b> Maintenance
<b>Opening date:</b> 12/09/24	<b>Closing date:</b> 12/23/24
<b># of vacancies:</b> 1	<b>Location:</b> Carnegie, Oklahoma

## POSITION DETAILS:

<b>Status:</b> Full-time	<b>Reports to:</b> Maintenance Director
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$17.00 per hour - \$19.00 per hour
<b>Division:</b> Tribal Operations	

## JOB SUMMARY:

Under the supervision of the Maintenance Director, when the Burial Specialist is not digging graves he/she is responsible for performing a variety of semi-skilled general maintenance, repair and construction tasks. The upkeep of tribal structures, buildings, grounds, and equipment. Performs all other duties assigned.

## RESPONSIBILITIES:

- Ability to handle sensitive situations with tact and respect.
- Knowledge of local regulations.
- Ability to work flexible hours, including weekends and holidays.
- The burial specialist will be responsible for managing all aspects of burial services, including preparing the gravesite, coordinating with funeral directors and other service providers.
- Assisting with funeral services as needed.
- Other duties as assigned.

**QUALIFICATIONS:** Must possess a High School diploma or GED equivalent.

## REQUIREMENTS:

- Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance.
- Must be willing to submit to and pass a background investigation which displays a good moral character.
- Must be willing to submit to and pass drug testing.
- Must be able to lift and move objects or material up to 75lbs.
- Work requires extensive movements such as walking, bending, stooping, crouching, and kneeling.
- Frequent periods of prolonged standing.
- Working in a cramped and awkward positions.
- Climbing ladders and or scaffolds.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.