



KIOWA TRIBE JOB OPPORTUNITY

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

Position Title: KT-25-043 Lead Laborer	Department: Maintenance
Opening date: 4/2/2025	Closing date: 4/16/2025
# of vacancies: 1 Full-time	Location: Kiowa Tribal Complex, Carnegie

POSITION DETAILS:

Status: Full-time	Reports to: Maintenance Director
Classification: Non-Exempt	Salary Range: \$17.00 per hour - \$20.00 per hour
Division: Tribal Operations	

JOB SUMMARY: The Lead Laborer is responsible for performing a variety of assigned tasks associated with the general maintenance, repair, and construction tasks for the upkeep of tribal structures, buildings, and equipment.

RESPONSIBILITIES:

- Assists maintenance staff by completing duties to assist in ongoing projects or as requested.
- Performs manual tasks involving little or no specialized skills or prior work experience.
- Receives assignments from supervisor and general work direction from delegated maintenance staff.
- Completes ground maintenance tasks including but not limited to lawn mowing, trimming, and watering outside grounds.
- Load, unload, unpack and deliver materials, supplies and equipment.
- Utilizes a variety of tools, machines, and equipment to complete job duties.
- Set-up and take down temporary structures as needed.
- Maintains all tribal structures by completing general upkeep tasks to maintain the viability of each property.
- Conducts routine inspections of the premises, coordinating repairs, and performing preventive maintenance tasks to uphold safety and efficiency standards.
- Interacts closely with both staff and patrons, addressing any immediate concerns and ensuring that the environment is conducive to productivity and comfort.
- Adjusts Red Buffalo Hall or Red Wolf Hall and other community, or event space layouts and maintenance plans based on seasonal demands or special events, ensuring that facilities are optimized for both functionality and aesthetics.
- Repairing machines, equipment, or structures as necessary.
- Performs cleaning duties as assigned.
- All other duties as assigned.

QUALIFICATIONS:

- Must possess a High School diploma or GED equivalent.
- Must possess a minimum of two (2) years of work experience in facilities maintenance or related field.
- Must possess experience in operating mowing equipment such as zero turn mowers and leaf blowers, chainsaws, extension ladders and hand tools.

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 drug testing.
- Must be willing to submit to and pass a background investigation which reflects good moral character.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Must be able to lift and move objects and/or materials up to 50lbs.
- Work will require long intervals of walking, standing, sitting, bending, stooping, crouching, and kneeling.
- Will work in cramped and awkward positions and climbing ladders or scaffolds.

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