KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/job-opportunities

<table>
<thead>
<tr>
<th>Job Opportunity#: KTJA-22-28</th>
<th>Position: Maintenance Worker</th>
<th>Opened: 05/18/2021</th>
<th>Duty Location: Carnegie, OK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Rate: $11.00 - $16.00 per hour</td>
<td>Closes: OUF</td>
<td>Position: Regular Full-time</td>
<td></td>
</tr>
<tr>
<td>Category: Non-exempt</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**JOB SUMMARY:**

Under the supervision of the Maintenance, the Maintenance is responsible for performing a variety of semi-skilled general maintenance, repair and construction tasks incident to the upkeep of tribal structures, buildings, grounds, and equipment. Responsible for notifying the Maintenance Director of issues pertaining, electrical, plumbing, mechanical, heating, air conditioning, ventilation and related systems.

**Goal:** To ensure to utilize strengths in problem solving, repairs, and general upkeep of the Kiowa Tribe.

**Reports To:** Maintenance Director

**HOW TO QUALIFY FOR THE JOB:**

**Education:** High School Diploma or GED.

**Experience:**

- Knowledge and skills to perform carpentry, painting, plumbing and/or electrical work.
- Experience in operating hand operated mowing equipment. Zero turn riding mowers and weed eaters.
- Basic knowledge of HVAC, electrical, plumbing, and carpentry concepts.
- Ability to use and maintain tool and equipment.
- Knowledge of the use of materials such as wood, paints, electrical, and plumbing.
- Ability to follow work orders, oral or written instructions, and carry out assigned duties independently.

**EMPLOYEE BENEFITS AVAILABLE:**

- Leave benefits, (13) paid holidays
- Medical, dental, and vision care benefits
- $25,000 Basic Life and $25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

**WHAT ARE THE JOB REQUIREMENTS?**

- Must possess a valid Oklahoma state driver’s license and be insurable under the Kiowa Tribe’s Driving Policy
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe’s Drug-Free Workplace Policy

**HOW TO APPLY:**

Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver’s license Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

Submit To E-mail: hr@kiowatribe.org
Phone: 580-654-6464
OR drop off at: 100 Kiowa Way, Carnegie OK 73015

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.