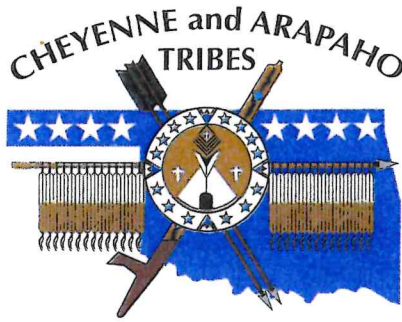


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Maintenance Worker

PROGRAM: Roads Program **DEPT:** Transportation

EMPLOYMENT STATUS: Full-Time, Permanent/Non-Exempt

LOCATION: Roads Building, 101 E. White Rabbit Road, Concho, OK

ISSUE DATE: July 15, 2025

OPEN UNTIL FILLED

The Maintenance Worker shall fall under the direct supervision of the Maintenance Supervisor and general supervision of the Crew Manager and Director of the Roads Program and shall primarily be responsible for performing roads maintenance activities. The Maintenance Worker shall be tasked with using power tools, machinery, mowers, weed-eaters, and chains to mow grass, trimming trees and/or brush, weed-eat around various structures, clear ditches, and/or cut tree limbs to maintain ROW of streets, parking lots, and sidewalks located on Tribal lands, and able to install posts and signs per MUTCD guidelines. The Maintenance Worker must be able to interpret maps to locate various work sites, able to safely load, strap down, and transport equipment, tools, and machinery based on work assignments, adhere to safety measures (per OSHA Guidelines where applicable) and use of proper PPE when performing work assigned. The Maintenance Worker will also be relied on to assist in the construction of driveways and roadways to Tribal lands. The Maintenance Worker:

- Must adhere to the Tribes' Property & Supply Policies to manage any and all Tribal property in the performance of duties (i.e. vehicle mileage logs, equipment/maintenance logs, incident reports, etc.) and to ensure the integrity of Tribal assets;
- Must be able to safely operate power tools, equipment, and machinery to perform construction and maintenance related tasks and should be familiar with troubleshooting power tools, changing motor fluids of mowers, equipment, and machinery;
- Must be able to inspect, clean, stock, and store tools, equipment, supplies, and machinery assigned in the performance of duties and to safeguard all Tribal property;
- Must be able to perform pre- and post- inspections of equipment and machinery to perform duties and tasks assigned;
- Must be willing to become familiar with concrete forming and finishing, asphalt patching, installing roadway signs and striping, construction and repair & maintenance of streets, roads, sidewalks, curbs assigned to the Roads Program.
- Must be willing to perform maintenance activities such as: chainsaw operations, mowing, weed-eating, brushing, removal of trash/debris, removal and hauling of limbs/trees, removal of roadkill, parking lots, and sidewalks assigned to the Roads

Program;

- Must possess the ability to communicate effectively, both orally and in written form, to other professions in the transportation industry, including supervisors, suppliers, as well as other Tribal employees and the general public;
- Must be able to maintain the integrity of power tools, equipment or machinery assigned to ensure safe operation and/or report incidents that cause damage to Tribal property in a timely manner and use the proper forms;
- Must be able to discern quality of work and the proper application of inspection concepts as related to road maintenance, road construction, bridge inspection, or driveway improvement activities;
- Must be able to respond to road maintenance events that require attention under adverse weather conditions and/or weather emergencies such as: removing tree limbs, placement of traffic control devices, plowing snow, and/or application of salt/sand on roadways, etc.;
- Must be able to respond to perform road maintenance related activities in the lowest traffic conditions where applicable;
- Must be willing to work in the elements of nature (including high winds, rain, snow, etc.) and subjected to various conditions (i.e. hilly terrain, muddy roads, etc.) in the performance of duties assigned;
- Must be physically fit and able to load and unload supplies, materials, or equipment, and able to lift a minimum of 50 pounds in the performance of duties assigned;
- Must be able to adhere and comply to applicable (Construction Industry) Occupational Safety and Health Administration (OSHA) guidelines, workplace safety standards and able to submit incident reports in the performance of duties;
- Must adhere to the use of Personal Protective Equipment, or PPE, in the performance of any and all work and/or duties;
- Must be able to assist in providing progress reports and complete applicable daily logs that pertain to equipment, vehicles, inventory, and/or work assignments;
- Must be willing to learn and adhere to various Tribal policies and protocols, including the Personnel Policies, Records Management Policies, Procurement Policies and Procedures, Property & Supply Policies, Fuelman Policies, and/or Financial Management Procedures in the performance of duties;
- Must be willing to assist in other areas of transportation, including transportation planning, driveway improvements, safety, transit, and/or fleet events/activities;
- Shall be responsible to perform other duties in the absence of the Crew Manager or as assigned by the Crew Manager or Roads Program Director.

QUALIFICATIONS: The Maintenance Worker position seeks a self-motivated individual who is able to work independently with little supervision, accepts accountability, reliable and dependable, and has strong initiative to remains productive throughout established work schedule. The Maintenance Worker must have experience in using various power tools and equipment, have some knowledge and experience in the troubleshooting of tools, equipment, and machinery, and familiar with maintenance management that pertain to roads, streets, and/or driveway projects. The Maintenance Worker position requires an individual that is able to demonstrate initiative in assuming responsibilities and able to work cooperatively with other Roads Program staff as well as with staff from other Tribal programs and/or departments. Experience in the field of construction, heavy equipment operations, road maintenance, construction management, bridge inspection, design, inventory and/or asset management is preferred but not required. Applicant:

- Must demonstrate skills in basic knowledge of map, plan, or layout reading;
- Must demonstrate knowledge or willingness to learn computer skills, specifically MS Office tools (i.e. Outlook, Word, Excel, Access, Powerpoint, and/or Project) and/or

- various other software applications;
- Must be physically able to lift and move heavy weighing boxes, materials, items, and/or tools, equipment, or machinery as required to perform maintenance activities or other duties as assigned by supervisor;
 - Must be willing to be on call to work a flexible schedule and willing to work outside normal work hours (flex time) from time-to-time in the event of active and on-going work assignment(s);
 - Must possess a High School Diploma or GED Certification to satisfy minimal education requirement;
 - Must be willing to attend various training and certification programs, specifically the Roads Scholars Certification, Forklift Operator, and Heavy Equipment Operator courses as directly related to job duties and responsibilities;
 - Applicant should be able to drive a program vehicle in the performance of duties and therefore must possess current Oklahoma State Driver's License; CDL desired but not required.
 - Applicant must have an acceptable driving record and provide a current Motor Vehicle Report (MVR) to be added to the Tribes' auto insurance policy;
 - Must adhere to the Tribes' Drug-Free Workplace and pass a pre-hire drug and alcohol testing and may be subjected to random drug testing;
 - Cheyenne and Arapaho Tribal preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov