

## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
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### \*\*\*VACANCY ANNOUNCEMENT\*\*\*

**POSITION:** Maintenance Worker (2)  
**PROGRAM:** Operations & Maintenance  
**DEPARTMENT:** Administration  
**STATUS:** Full-Time  
**LOCATION:** Operations & Maintenance – Concho, OK  
**ISSUE DATE:** February 19, 2026

#### OPEN UNTIL FILLED

**SUMMARY DESCRIPTION:** Under the direct supervision of the Operation and Maintenance Director performs general maintenance tasks for the upkeep of various buildings and related facilities; may be called upon to perform specialty services such as floor installations and small construction jobs.

#### EXEMPLARY DUTIES/RESPONSIBILITIES:

- checks and replaces filters as needed;
- assembles furniture;
- replaces ceiling tiles;
- replaces locks/doorknobs when locksmith not needed;
- hangs shelving, bulletin and dry erase boards, etc.;
- moves and arranges furniture and equipment;
- repair and/or paint walls, doorframes, etc., as needed;
- repair cove base as needed;
- remodeling of office and building spaces;
- light construction – walls, small structures, etc.;
- assist Groundskeepers as needed;
- may be called upon for specialty projects such as floor installation, etc.;
- will perform Janitorial duties in the event of a shortage of janitors;
- may be called upon to assist with snow/ice removal as needed;
- performs routine and scheduled maintenance on all Tribal buildings and notifies director of needed repairs.
- will perform other duties as directed.

#### QUALIFICATIONS:

- Completion of high school or GED;
- One (1) year's experience in maintenance or construction work desirable;
- Must know methods, materials, and equipment used in maintenance work;
- Must have safe work habits;

- Must be physically fit with ability to lift up to 100 lbs;
- Must be able to work independently in the absence of supervision;
- Must pass drug and alcohol testing.
- Must have Valid Driver's License and be insurable through Fleet Management.

**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@cheyenneandapaho-nsn.gov](mailto:atisdale@cheyenneandapaho-nsn.gov)

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