

## PERSONNEL



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

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

#### OPEN UNTIL FILLED

Under the general supervision of the O&M Director, this employee shall be responsible for the general up-keep of all grounds and buildings. The employee shall be tasked with both preventive and implementation maintenance as required, and any other duties as assigned by supervisor.

#### ESSENTIAL FUNCTIONS

- Operates tractors and mowers to cut grass on Tribal grounds. Trims grass, trees, shrubs and hedges with power and hand equipment. May operate power edger for sidewalk.
- Cleans parking lots, ground, and disposes of waste and trash on a daily basis.
- Removes brush, dead trees and other debris from grounds. Operates chain saw and other power equipment.
- Operates front-end loader and uses other equipment to develop areas for new lawn, flower beds or other landscaping plans. Repairs areas damaged by plows or weather conditions.
- Installs landscape timbers, spreads woodchips and stones, and performs other landscaping tasks. Plants grass, flowers, shrubs and trees.
- Performs the applications of fertilizer, pesticide and other chemical application.
- Performs inclement weather duties such as the use of brooms, shovels, snow-blowers and chemical ice remover to clean snow and ice from entrances, sidewalks and ramps. Applies sand to icy parking lots and intersections as needed.
- Performs maintenance on departmental Grounds Maintenance equipment, including changing oil and other fluids, filters, lubricating and sharpening blades.
- Performs interior and exterior painting, including repairing and preparing walls. Requires use of ladders and extension ladders.
- Assists in office moves by moving office furniture, file cabinets and equipment.
- Assists other O & M staff on larger projects and may fill in for maintenance and janitorial staff on designated assignments.

QUALIFICATIONS:

- High school graduate or GED certification.
- Valid Oklahoma Driver's License.
- Experience in related field.
- Cheyenne-Arapaho preference.
- Must pass Pre-hire Drug Testing.

PHYSICAL REQUIREMENTS:

- Climbing on ladders for painting jobs.
- Walks over uneven terrain to operate grounds equipment and for snow/ice removal.
- Squatting, stooping, kneeling to operate and repair equipment.
- Operating trucks to haul equipment.
- Ability to lift, push and pull office furniture and equipment.
- Ability to lift and move various supplies weighing up to 100 pounds.

WORKING CONDITIONS:

- Works outside in varying weather conditions.
- Works in many areas of Tribal grounds.
- Works in cramped body positions to perform repairs to equipment.
- Works in areas with loud noise.
- Exposure to equipment where risk exists of getting burned, bruised or scraped.
- Exposure to environmental allergens such as grass, weeds and pollens.
- Contact with oil and petroleum products.
- Exposure to solvents, pesticides and herbicides.
- Exposure to gasses and fumes.

**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

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