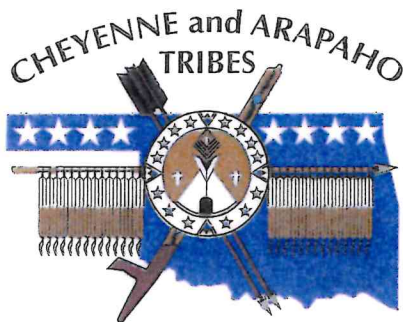


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Maintenance Technician
PROGRAM: Substance Abuse
DEPARTMENT: Health
STATUS: Part Time, up to 24 hours per week
LOCATION: George Hawkins Memorial Treatment Center, Clinton, OK
ISSUE DATE: June 3, 2026

OPEN UNTIL FILLED

Duties and Responsibilities

- Works under the supervision of the Administration/Facilities Operations Manager
- Serves primarily as a Maintenance Technician and may assist with attendant duties as needed
- Performs general cleaning, maintenance, and upkeep of facility buildings and grounds
- Maintains campus landscaping, including mowing, weed eating, edging, and flower bed upkeep
- Assists with seasonal ground maintenance, including snow and ice removal
- Performs routine vehicle maintenance, including cleaning, vacuuming, and fueling vehicles
- Maintains adequate custodial and maintenance supplies and communicates supply needs as necessary
- Performs minor repairs and general maintenance tasks as needed
- Completes required record keeping, documentation, and data collection during shifts
- Maintains confidentiality of resident, employee, and facility information
- May be assigned on-call responsibilities by the Program Director

Attendant Support Duties

- Assists with supervising and supporting residents during evenings and/or weekends as needed
- Monitors resident behavior and reports concerns or issues to counselors or administration
- Helps resolve conflicts between residents in a professional manner
- Assists clients with daily living activities and scheduled routines
- Monitors approved prescription medications as assigned
- Demonstrates professionalism, organizational skills, and the ability to manage multiple tasks effectively
- Demonstrates the ability to respond appropriately to the needs of multiple clients

Qualifications

- High School Diploma or GED required
- Knowledge of general maintenance procedures and methods
- Working knowledge of tools, appliances, and basic maintenance equipment
- Must be able to work independently with minimal supervision
- Must have a valid Oklahoma Driver's License
- Must pass background and drug screenings
- One year of sobriety required
- Must provide proof of COVID-19 vaccination or be willing to receive vaccination before employment
- Must be able to lift at least 50 pounds
- Cheyenne & Arapaho 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