



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Laborer

DEPARTMENT: Maintenance & Field Support Staff

LOCATION: Administration Building – Tribal Complex

REPORTS TO: Maintenance Supervisor

JOB SUMMARY:

Laborer will assist with the maintenance and upkeep of the Tribal Cemetery; assist the Summer Lawn Program; assist with preparation for the Pawnee/Wichita Visitation and Wichita Annual Dance; and provide regular maintenance services as assigned. This will be a Temporary position not to exceed 120 days.

CORE DUTIES AND RESPONSIBILITIES:

1. Provide lawn mowing services to Tribal Elders and Special Needs.
2. Provide brush hogging services to Tribal Elders and Special Needs.
3. Keep grass mowed; weed-eat areas at base of trees, along sidewalks, and elsewhere as needed; and provide maintenance services for the Tribal Cemetery.
4. Keep grass mowed; weed-eat areas at base of trees, along sidewalks, and elsewhere as needed; and provide maintenance services for the Tribal Repatriation Cemetery.
5. Keep grass mowed; weed-eat areas at base of trees, along sidewalks, and elsewhere as needed; keeps sidewalks, driveways, and parking areas clean of debris on the Tribal Complex grounds.
6. Assist with preparation for the Pawnee/Wichita Visitation.
7. Assist with the preparation for the Wichita Annual Dance.
8. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Prefer a High School Diploma or GED.
2. Must have communication skills, both oral and written, and have the ability to establish and maintain a working relationship with personnel, management, and visitors.
3. Have the ability to follow oral and written directions, and prioritize multiple tasks.
4. Must be experienced in the use of machinery and equipment, i.e. tractor, brush hog, riding lawnmower, weed-eater, edger etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; reach; climb or balance; stoop; kneel; crouch or crawl. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License is preferred but will not be required. Subject to a background check and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, relation and qualified Indian applicants. This will be a Temporary position not to exceed 120 days.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.