



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Maintenance Equipment Operator

DEPARTMENT: Facilities & Maintenance Department

CATEGORY: Maintenance & Field Support Staff (MFS)

LOCATION: Wichita Tribal Complex

REPORTS TO: Facilities & Maintenance Supervisor

JOB SUMMARY:

Maintenance Equipment Operator will be responsible for oversight of Tribal Vehicle Maintenance & traffic control of all COVID-19 related events at the Tribal Complex and off-site Tribal Government Program locations. Will also provide grounds maintenance for the Tribal Complex, off-site Tribal Government Program locations, and Tribal Cemetery.

CORE DUTIES AND RESPONSIBILITIES:

1. Oversees Tribal Vehicle Maintenance including oil changes and tires.
2. Assist with cleanup of illegal dumping sites on tribal grounds as needed.
3. Assists with moving and assembling furniture and equipment as directed.
4. Assists with setting up events for Tribal Programs.
5. Assists with Annual Dance Grounds Preparation.
6. Assists with set up & traffic control of all COVID-19 related events.
7. Assist with clearing sidewalks and roadways due to snow, ice and inclement weather.
8. Assists in the maintenance and upkeep of the Tribal Cemetery.
9. Responsible for digging graves at Tribal Cemetery.

10. Assists with raising and taking U.S. flag and tribal flag daily.
11. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Prefer a High School Diploma or GED.
2. Must be in the process of obtaining CDL License or obtain within 6 months. The Wichita and Affiliated Tribes can assist with this process.
3. Knowledge of cleaning and sanitation products, techniques, and methods.
4. Knowledge of cleaning sensitive materials, proper use of chemicals and cleaning compounds.
5. Must have communication skills, both oral and written, and have the ability to establish and maintain a working relationship with personnel, management, and visitors.
6. Have the ability to follow oral and written directions, and prioritize multiple tasks.
7. Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.
8. Experienced in the use of machinery and equipment, i.e. riding lawnmower, weed-eater, and edger.

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 is occasionally exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Some exposure to high, precarious places; fumes or airborne particles; unpleasant and noxious fumes and odors; dust and cleaning chemicals; risk of electrical shock; and vibration. Will occasionally work in confined spaces. 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. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check, covid-19 rapid test, and drug screening. Indian Preference applies. Direct Deposit is required.

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

CHIEF OPERATIONS OFFICER

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.