



United Keetoowah Band

Of Cherokee Indians in Oklahoma
Traditional. Historic. Cultural.
UKB Corporate Board

JOB DESCRIPTION

Position Title: Environmental Laborer Lead

Department: Tribal Environmental Department

Reports To: Environmental Director

Employment Status: Full-Time

Salary Range: \$17 per hour (Contract ends October 1, 2026)

JOB SUMMARY:

The UKB Environmental Labor Lead oversees and participates in the execution of environmental projects and labor tasks. This role ensures that environmental initiatives, such as conservation, restoration, and waste management, are completed efficiently, safely, and in compliance with tribal, state, and federal regulations. The Labor Lead provides guidance to team members, coordinates daily activities, and serves as a liaison between the team and management.

RESPONSIBILITIES:

- Supervise and lead a team of environmental laborers in daily tasks.
- Assign duties and monitor progress to ensure timely completion of projects.
- Provide training and mentorship to team members on procedures and safety protocols.
- Participate in activities such as land restoration, waste management, water quality testing, and habitat conservation.
- Assist in the implementation of environmental plans and initiatives as directed by the Environmental Manager.
- Oversee the proper use and maintenance of tools, vehicles, and equipment.
- Ensure supplies and materials are available for project completion.
- Enforce safety guidelines to minimize risks during environmental tasks.
- Ensure team adherence to tribal, state, and federal environmental regulations.
- Maintain accurate records of project activities, labor hours, and resource usage.
- Report progress, challenges, and recommendations to the Environmental Manager.
- Support community outreach programs related to environmental awareness.
- Engage with tribal members to address environmental concerns and promote sustainable practices.
- Perform additional tasks as assigned by management to support the department's mission.

• **QUALIFICATIONS:**

- High school diploma or equivalent required; additional education or certifications in environmental science, management, or a related field preferred.
- Minimum of 2 years of experience in environmental labor, project coordination, or a similar role and 3 years of experience in lead or supervisory role.

- Strong leadership and organizational skills.
- Knowledge of environmental regulations, conservation techniques, and restoration practices.
- Ability to operate tools, machinery, and vehicles used in environmental work.
- Excellent communication and interpersonal skills.
- Familiarity with tribal environmental concerns and cultural values is a plus.
- Ability to work outdoors in various weather conditions and perform physical labor.
- Must be able to successfully complete background check and drug screen.
- Must possess a valid driver’s license.
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- **WORKING CONDITIONS**
- Outdoor work in diverse environments, including wetlands, forests, and open spaces.
- Physical labor, including lifting, bending, and standing for extended periods.
- Exposure to varying weather conditions and potential environmental hazards.

****UKB and Tribal preference applies.**
****Job description is subject to change without notice.**

NOTE:

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at anytime with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as “employment -at- will.”

EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:

 Employee’s Signature

 Date