



# United Keetoowah Band

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

## JOB DESCRIPTION

**Position Title:** Laborer – Housing Dept  
**Department:** UKB Housing Department  
**Reports To:** Housing Director  
**Employment Status:** Full-Time  
**Salary Range:** \$14 per hour (Contract ends October 1, 2026)

### **JOB SUMMARY:**

The UKB Housing Department Laborer is responsible for assisting in the construction, maintenance, and repair of housing projects within the tribal community. The role involves performing a variety of manual labor tasks, ensuring housing projects are completed efficiently, safely, and in accordance with tribal and federal regulations.

### **RESPONSIBILITIES:**

- Perform tasks such as loading and unloading materials, digging trenches, and cleaning work areas.
- Operate basic tools and equipment, including hand tools, power tools, and machinery, as directed.
- Assist in the construction of new housing units and other related facilities.
- Support skilled workers (e.g., carpenters, electricians, plumbers) as needed.
- Perform routine maintenance on housing facilities, such as painting, minor repairs, and landscaping.
- Conduct inspections and report issues to the Housing Supervisor.
- Follow safety protocols and guidelines to maintain a safe work environment.
- Ensure compliance with tribal, state, and federal housing regulations.
- Communicate effectively with tribal members and respond courteously to inquiries.
- Represent the Housing Department positively within the community.
- Perform additional duties as assigned by the Housing Supervisor or management.

### **QUALIFICATIONS:**

- High school diploma or GED preferred.
- Prior experience in construction, maintenance, or related field is a plus.
- Ability to operate basic tools and equipment safely and effectively.
- Must be able to successfully complete background check and drug screen.
- Must possess a valid driver's license.

**\*\*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:**

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Employee's Signature

\_\_\_\_\_  
Date