



# United Keetoowah Band

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

## JOB DESCRIPTION

**Position Title:** Realty Maintenance Worker

**Department:** Tribal Realty Department

**Reports To:** Realty Maintenance Manager

**Employment Status:** Full-Time

**Salary Range:** \$12 per hour (Contract ends October 1, 2026)

### **JOB SUMMARY:**

The UKB Realty Maintenance Worker is responsible for the upkeep, repair, and improvement of tribal real estate properties, including residential, commercial, and communal areas. This role ensures that properties are maintained to meet the needs of the tribal community while adhering to safety and regulatory standards.

### **RESPONSIBILITIES:**

- Perform routine maintenance tasks such as cleaning, landscaping, and minor repairs.
- Inspect properties for signs of damage or needed repairs and report findings to the supervisor.
- Conduct basic repairs, including plumbing, electrical, and structural fixes.
- Assist with upgrades to facilities and infrastructure as directed by management.
- Operate and maintain tools, equipment, and vehicles necessary for maintenance tasks.
- Ensure all equipment is stored properly and in working condition.
- Follow all safety protocols to prevent accidents and injuries.
- Ensure properties are maintained in compliance with tribal, state, and federal safety regulations.
- Work closely with other team members to complete tasks efficiently.
- Communicate effectively with tenants, community members, and tribal leadership regarding maintenance activities.
- Maintain accurate records of maintenance tasks, repairs, and inspections.
- Submit reports as required by the Realty Maintenance Supervisor.
- Provide respectful and professional service to tribal members and tenants.
- Assist in addressing maintenance-related concerns and requests.
- Perform additional tasks as assigned to support the Tribal Realty Department's mission.

### • **QUALIFICATIONS:**

- High school diploma or equivalent required.
- Previous experience in maintenance, construction, or a related field preferred.
- Basic knowledge of plumbing, electrical, carpentry, and landscaping.
- Ability to operate tools, machinery, and vehicles safely.
- Strong organizational and communication skills.

- Willingness to work flexible hours, including evenings or weekends, as needed.
- Familiarity with tribal culture and community values is a plus.
- **WORKING CONDITIONS**
- Outdoor and indoor work in various weather conditions.
- Physical labor, including lifting, bending, and standing for extended periods.
- Potential exposure to hazardous materials or equipment, with proper safety protocols enforced.
- 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:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date