

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE:** CEMETERY & PARKS MAINTENANCE ASSISTANT  
**STATUS:** FULL-TIME  
**CLASSIFICATION:** NON-EXEMPT

**DATES OF POSTING PERIOD: UNTIL FILLED**

**JOB SUMMARY:** This position is under the direct supervision of Myaamia Heritage Cemetery & Parks Maintenance and the indirect supervision of the Myaamia Heritage Cemetery, Parks & Roads Officer. This position will be located at the Myaamia Heritage Cemetery.

**MAJOR JOB FUNCTIONS:**

- Assist with the care and grooming (mowing, trimming, etc.) of the Myaamia Heritage Cemetery and Myaamia Parks
- Presence at functions of Myaamia Parks as directed

**OTHER JOB FUNCTIONS:**

- Assist with the maintenance of cemetery and parks equipment
- Other duties as assigned

*This position includes, but is not limited to the job functions listed above.*

**MINIMUM QUALIFICATIONS:**

- High School graduate or equivalent
- Previous experience operating/servicing lawn tractors and various mowing/trimming equipment preferred
- Must possess high integrity regarding confidential and sensitive information
- Must possess traits such as patience, tact and sensitivity when interacting with people
- Must be dependable
- Must adhere to safety procedures at all times
- Must have the ability to work unsupervised while meeting deadlines
- May be required to work beyond normal working hours and/or a flexible schedule
- May be subject to criminal background investigation
- Must possess valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

**PHYSICAL REQUIREMENTS:**

- Moderate amount of heavy physical activity
- Duties will primarily be performed outside in all weather conditions
- Must be able to lift and carry a minimum of 50 pounds
- Must utilize safety equipment at all times, when applicable

**CONDITIONS OF EMPLOYMENT:**

- Position subject to budget availability

***DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.***

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy***

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For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)