

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE: MAINTENANCE**  
**STATUS: FULL-TIME**  
**CLASSIFICATION: NON-EXEMPT**

**DATES OF POSTING PERIOD: APRIL 20 – UNTIL FILLED**

**POSITION SUMMARY:** This position is under the direct supervision of the Leonard Learning Center Director and the indirect supervision of the Child & Family Services Manager and be located at Leonard Learning Center.

**MAJOR JOB FUNCTIONS:**

- Performs landscaping duties such as mowing, trimming, flower bed maintenance
- Clean and detail interior/exterior of LLC vehicles as directed
- Immediately reports potential safety hazards and/or vehicles in need of repair to supervisor
- Performs various maintenance duties at daycare facilities, as assigned
- Performs janitorial duties at daycare facilities, as assigned
- Replenish supplies throughout daycare facilities, as needed
- Performs duties for events such as set-up, clean-up

**OTHER JOB FUNCTIONS:**

- Maintains floors, walls, furniture and restrooms at daycare facilities as directed
- Maintains adequate amount supplies and materials available to efficiently perform duties
- Other duties as assigned

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

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent with some work experience
- Previous experience operating and maintaining various handheld power tools
- Must have excellent oral communication skills
- Must possess high integrity regarding confidential and sensitive information
- Must have the ability to work unsupervised while meeting deadlines
- Must adhere to safety procedures at all times
- May be required to work beyond normal working hours and/or a flexible schedule
- Must possess a valid driver's license and be insurable
- Must successfully pass criminal background investigation required for childcare positions
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

**PHYSICAL REQUIREMENTS:**

- Moderate amount of heavy physical labor
- Must be able to lift and carry a minimum of 75 pounds
- Duties will be performed inside and outside in all weather conditions
- Must utilize safety equipment at all times, when applicable

***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)