

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: CEMETERY & PARKS MAINTENANCE ASSISTANT
STATUS: FULL-TIME
CLASSIFICATION: SEASONAL, BEGINNING MAY 2023

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

Human Resource Officer
Miami Tribe of Oklahoma
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For complete job description and application visit: www.miamination.com/employment