**VACANCY ANNOUNCEMENT**

**POSITION:** FACILITY TECHNICIAN  
**BRANCH:** EXECUTIVE  
**STATUS:** FULL TIME NON-EXEMPT  

**LOCATION:** PARKS AND RECREATIONS, CONCHO, OK  
**ISSUE DATE:** JULY 17, 2019  
**UNTIL FILLED**

**GENERAL DESCRIPTION:**  
The Facility Technician reports directly to the Parks and Recreations Executive Director and shall be responsible for performing routine building maintenance tasks in one or more fields (e.g. carpentry, electrical, heating, ventilation, and air conditioning (HVAC), plumbing, etc.) and perform general cleaning of all parks and recreation facilities under the management of the Cheyenne and Arapaho Tribes.

**DESCRIPTION OF DUTIES:**  
- Inspects buildings and other structure to determine functional systems  
- Detect malfunctions and needed repair of building facilities  
- Performs minor electrical and plumbing maintenance of building facilities  
- Performs minor painting, carpentry, and masonry work using appropriate tools  
- Set up (and take down) tables and chairs for tribal events at community buildings  
- Cleans community buildings immediately after use  
- Maintain inventory control of contents of community buildings  
- Perform other duties as assigned  
- Performs all duties satisfactorily and safely by following procedure and requirements  
- Support any afterhours building needs and activities as required  
- Review and understand equipment and methods of operations  
- Maintain detailed and accurate reports  
- Establish and maintain good working relationships with contractors and vendors

**QUALIFICATIONS:**  
- Must be willing to work flexible hours and weekends periodically  
- High school diploma or GED  
- Two-year certification from Trade School or verifiable equivalent experience
• Effective communication skills
• Must possess valid Oklahoma Driver’s License
• Must have good driving record and be insurable through fleet management insurance
• Cheyenne and Arapaho Tribal Preference

**SALARY:**
Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:**
Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, Valid Drivers License and CDIB to:

**Personnel Department**
P.O. Box 167
Concho, OK 73022
atitisdale@c-a-tribes.org
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: [www.c-a-tribes.org](http://www.c-a-tribes.org)