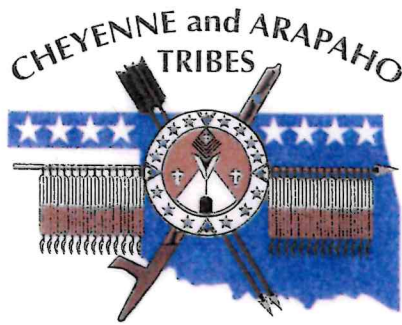


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\*Vacancy Announcement\*\*\*

**Position:** Maintenance Technician (Full Time, 32 hours max per week)

**Location:** George Hawkins Memorial Treatment Center, Clinton, OK

**Department:** Substance Abuse Program – Dept. of Social Services

**Issue Date:** April 13, 2022 **Closing Date:** April 27, 2022

#### Duties and Responsibilities

- Maintenance is under the supervision of the Program Director.
- Completes the general cleaning, maintenance, and up keep of the facility building and grounds and keeping it maintained and in good condition.
- Responsible for the landscaping of the campus, can include but not limited to: mowing grass, weed eating, edging, and up keep of flower beds. Keep outside equipment picked up and stored if needed.
- Responsible for other ground maintenance including winter season. Snow/ice removal, etc.
- Responsible for day-to-day vehicle maintenance; cleaning, vacuuming, or fueling of vehicles.
- Responsible for the safety conditions for the clients and staff.
- Responsible for communicating all supplies needs and maintaining adequate levels of those supplies. Maintains custodial supplies and equipment.
- Performs preventive, corrective, and emergency maintenance of facility.
- Maintains daily/weekly/monthly record of repairs for review when needed.
- Inspect alarm systems (fire, protection) and schedule repairs when needed.
- Perform manual repairs when necessary
- Conduct general upkeep procedures and other tasks as assigned.
- Must protect the privacy and confidentiality of information pertaining to the residents, employees, facility information, and records.
- On call responsibilities as assigned by the Program Director.

**Qualifications:**

- High School Diploma or GED Certification
- Must have a valid Oklahoma State Driver's License
- Knowledge of general maintenance processes and methods
- Working knowing of tools, common appliances and devices
- Must have safe work habits
- Must be able to work independently in the absence of supervision
- Ability to pass background check and drug screen
- Ability to lift at least 50 pounds.
- Cheyenne & Arapaho Preference

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

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

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)