

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: CEMETERY & PARKS MAINTENANCE ASSISTANT
STATUS: PART-TIME
CLASSIFICATION: SEASONAL, BEGINNING APRIL 2026

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

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

Human Resource Officer
Miami Tribe of Oklahoma
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Email: hr@miamination.com

For complete job description and application visit: www.miamination.com/employment