

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: KIIHKAYONKI ARPA MLRP PROPERTY MAINTENANCE
SPECIALIST
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME, SEMI-PERMANENT – ENDING DECEMBER 31, 2026

DATES OF POSTING PERIOD: UNTIL FILLED

POSITION SUMMARY: This position is responsible for the upkeep of all CRO Kiihkayonki ARPA Outdoor Learning Environments (OLEs), including driveway and parking areas, landscaping around buildings, gardens, trails, and other areas in need of upkeep. Other duties include mowing, planting flowers and trees, trimming shrubbery, and the installation of benches, fences, and walking paths. This position is under the direct supervision of the CRO ARPA Kiihkayonki Project Manager and takes secondary direction, with approval by the Project Manager, from the Kiihkayonki ARPA Community Food Program Director. The position is located in Fort Wayne Indiana.

MAJOR JOB FUNCTIONS:

- Removes timber and trail construction materials
- Inspects OLEs upon completion of job to determine quality of work and safety of facility
- Inspects and oversees OLE facilities for safety, cleanliness, and maintenance needs
- Mowing, edging, and fertilizing lawns
- Weeding and mulching landscape beds
- Trimming small trees, hedges, and shrubs
- Removing unwanted, dead or damaged trees
- Planting shrubs, flowers and trees
- Watering gardens, lawns and landscapes
- Preparing outdoor areas for various weather conditions by weatherproofing, covering outdoor furniture with tarps, tying down unsecured items, etc.
- Lay sod or seed; grading (soil); and tree staking
- Move and transport materials using shovels, wheelbarrows, carts, dollies, and manual lifting
- Wear appropriate personal protective equipment at all times
- Job requires ability to work with hand tools, small engine equipment, and materials
- Work near heavy equipment and other vehicles on a regular basis
- Work outdoors in various conditions including heat and humidity, rain, dust, noise, and cold
- Flexible working hours and occasional weekend work
- Perform other manual duties to clean and maintain landscaped environments, shop, and equipment

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

OTHER PROJECT SUPPORT JOB FUNCTIONS AS MAY BE DIRECTED BY THE MANAGER:

- Comply with all company policies and regulations
- Assists with the setup of, and COVID safe cleanup after, ARPA programming
- Other duties as assigned

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

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

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent with some work experience
- Previous experience operating and servicing lawn tractors and trimming equipment
- Previous experience operating hand-held tools and power tools common to the duties and tasks of the position
- 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 successfully pass criminal background investigation
- Must possess a 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 labor
- Must be able to lift and carry a minimum of 50 pounds
- Duties will be performed inside and outside in all weather conditions
- Must utilize safety equipment at all times, when applicable

CONDITIONS OF EMPLOYMENT:

- Full-time, semi-permanent position fully funded with American Rescue Plan Act (ARPA) funding ending December 31, 2026

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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