

**MIAMI NATION  
JOB ANNOUNCEMENT**

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

**DATES OF POSTING PERIOD: UNTIL FILLED**

**POSITION SUMMARY:** This position provides cleaning and sanitation services and related supply/inventory maintenance for all areas and aspects of the Kiihkayonki ARPA MLRP (Myaamia Learning & Recovery Project). Duties at the Kiihkayonki ARPA location include COVID specific, safe janitorial/cleaning work in bathrooms, education areas, food processing/production area, and certain surfaces used for outdoor education programming. This employee will maintain a related supply inventory and handle related paperwork and reporting duties. This position is under the direct supervision of the CRO ARPA Kiihkayonki Project Manager. The position is located in Fort Wayne, Indiana.

**MAJOR JOB FUNCTIONS:**

- Specific kitchen sanitation in preparation for, and following, ARPA/CARES programming, as well as all program related areas/facilities
- Performs COVID specific janitorial duties as scheduled by the Project Manager, or as needed
- Maintains the safety, cleanliness, and general appearance of all floors, walls, furniture, and restrooms located within the Tribe's Fritz Road location
- Assists with the setup of, and COVID safe cleanup after, ARPA programming
- Provide mechanical maintenance as capable, or order as needed with approval of ARPA Project Manager
- Tracking and maintaining (placing and receiving orders) all related supply inventory
- Flexible working hours and occasional weekend work
- Other duties as assigned

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

**OTHER JOB FUNCTIONS:**

- Assist in removing unwanted, dead, or damaged trees
- Assist in planting shrubs, flowers, and trees
- Assist in monitoring and maintaining plant health
- Help to ensure pathways, stairs, outdoor seating, and other structures are safe
- Move and transport materials using shovels, wheelbarrows, carts, dollies, and manual lifting

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent with some related work experience
- Previous experience operating and maintaining various handheld power tools
- Previous experience in cleaning/janitorial work and inventory management
- Excellent communication skills, both written and oral
- Pleasant demeanor and team member attitude
- Competence in the use of Microsoft Office products, including Outlook, Excel and Word
- Internet searching and database use skills

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](mailto:cgibson@miamination.com)

For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)

- Ability to comprehend and follow oral and written instructions
- Flexible in scheduling work hours as needed
- Must possess the ability to coordinate with other tribal departments
- Must have the ability to work unsupervised while meeting deadlines
- Knowledge of general office practices and procedures
- Computer literate, specifically Microsoft Office
- 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 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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