



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-23-042	Opens: 04/19/2023 Closes: OUF
Position Title: HVAC	
Salary Rate: \$14.00 to \$20.00/Non-Exempt	Duty Location: Carnegie, OK

JOB SUMMARY

The HVAC Technician is responsible for maintenance, the installation of diverse heating, ventilation and air conditioning systems. Responsible for performing a variety of skilled general maintenance, repair and construction tasks relating to the upkeep of tribal structures, buildings, grounds, and equipment.

Goal: To determine the needs for upgrading HVAC systems and take measures to take necessary actions for the Kiowa Tribe.

Reports To: Maintenance Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Associate's degree or certification from a HVAC program at a technical school.

Experience Requirements: Three (3) to five (5) years apprenticeship under a journeyman (preferred).

- Perform general and preventative maintenance on HVAC systems.
- Performs minor electrical work such as repairing, replacing, electrical wiring, installing switches, receptacles, light fixtures, and ballast.
- Ensure that all installations are done in accordance to set standards.
- Order supplies and/or equipment needed for HVAC maintenance or installation, as needed.
- Load, unload, and transport material and equipment to the job sites.
- Performs clean up upon completion of maintenance, repair, or construction work.
- Respond to emergency situations in order to resolve issues on an immediate basis.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Work will require bending, lifting and carry up to 25 pounds, walking over rough, overgrown and uneven terrain.

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.