



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-24-0039	Opens: 04/01/24 Closes: OUF
Position Title: Burial Specialist	
Salary Rate: \$17.00 to \$19.00 hourly	Duty Location: Carnegie, Oklahoma

JOB SUMMARY

Under the supervision of the Maintenance Director, when the Burial Specialist is not digging graves he/she is responsible for performing a variety of semi-skilled general maintenance, repair and construction tasks. The upkeep of tribal structures, buildings, grounds, and equipment. Performs all other duties assigned.

Reports To: Maintenance Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School diploma or equivalent. At least 2 years of experience using heavy equipment.

EMPLOYEE BENEFITS AVAILABLE

- Ability to handle sensitive situations with tact and respect.
- Knowledge of local regulations.
- Ability to work flexible hours, including weekends and holidays.
- The burial specialist will be responsible for managing all aspects of burial services, including preparing the gravesite, coordinating with funeral directors and other service providers.
- Assisting with funeral services as needed.
- All other duties assigned.

Leave Benefits, (15) 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, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy.
- Must be able to lift and move objects or material up to 75lbs.
- Work requires extensive movements such as walking, bending, stooping, crouching, and kneeling.
- Frequent periods of prolonged standing.
- Working in a cramped and awkward positions.
- Climbing ladders and or scaffolds.

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.