

# Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at [www.mycaddonation.com/employment](http://www.mycaddonation.com/employment). The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	<b>Maintenance Worker 1</b>	Posting Date:	<b>10/6//2021</b>	Closing Date:	Open Until Filled
Department:	<b>Child Care</b>	Status:	Regular Full-Time		
Duty Location:	Caddo Nation Hdqtrs., Binger, Oklahoma	Salary:	Based on Experience and Certifications		

## Job Summary:

Responsible for maintaining grounds, keeping facilities safe, clean and protect the welfare of the children in the classroom and vehicles. Maintain vehicles in clean and safe running condition. Maintain facilities in clean and safe operable conditions. Responsible for maintaining necessary records in regards to warranties, inspections, and work orders. Manage maintenance repair, minor construction, minor renovation child care projects. Coordinate with vendors to facilitate repairs as needed for the program. Assure that all child care facilities are in compliance with health and state licensing codes. Attend appropriate training courses, workshops, conferences, and other meetings required. Knowledgeable of emergency contacts, community resources, and contact persons.

## Qualifications:

High School Diploma or GED

**Basis of Rating:** *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

## Requirements:

Able to obtain Food Handlers, CPR, and First Aid certifications.  
Ability to operate outdoor equipment as needed  
Ability to frequently lift and/or carry materials or supplies and other materials weighing up to 50 lbs.

## Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

## Where to Apply:

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Email Address</b>
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	<a href="mailto:cwheeler@mycaddonation.com">cwheeler@mycaddonation.com</a>