

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. 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:	Maintenance Worker	Posting Date:	06/04/2021	Closing Date:	Until filled
Department:	Maintenance	Status:	Regular Part-Time		
Duty Location:	Caddo Nation Headquarters	Salary:	\$10.00-\$12.00 per hour (based on experience)		

Job Summary:

The Caddo Nation of Oklahoma is looking for a general maintenance worker that will perform general maintenance and repairs for assigned equipment and facilities including: plumbing, electrical, basic carpentry, heating and cooling repairs, lawn care, along with other building systems.

Qualifications:

High school diploma or equivalent, no felonies or misdemeanors involving moral turpitude, must have a drivers license, must pass drug screening, experience working with yard equipment and basic carpentry, plumbing, and electrical knowledge.

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:

Requires working in extreme weather, standing and walking for long periods of time, be able to lift a minimum of 50lbs

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:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	tstockton@mycaddonation.com