

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:	Director of Maintenance Operations	Posting Date:	10/6/26	Closing Date:	10/30/26
Department:	Maintenance	Status:	Regular Full-Time		
Duty Location:	Binger, OK/Assigned Tribal Facilities	Salary:	\$21.00 - \$24.00 per hour		

Job Summary:

Reports to: Chief Administrative Officer (CAO)

Supervises: Maintenance Supervisor; overall responsibility for assigned maintenance staff

Leads the Facilities & Maintenance Department and coordinates the upkeep, repair, and preventive maintenance of assigned Caddo Nation buildings, grounds and equipment. Establishes priorities, routine service schedules, and seasonal grounds care plans; coordinates department requests and documents completed work.

This is a working director position requiring broad, practical maintenance knowledge and regular hands-on repairs, mowing, landscaping, and grounds upkeep. The director also handles purchasing coordination, clerical duties, records, budget monitoring, and staff oversight. The Maintenance Supervisor directs daily crew activities within the director's approved work plan.

Balances fieldwork with dedicated administrative time, troubleshoots routine maintenance needs, coordinates specialized services when necessary, and reports facility conditions and progress to CAO.

Qualifications:

High school Diploma or GED required.

Five years of broad maintenance experience, including basic carpentry, hands-on grounds care, mowing, and landscaping; two years supervising staff or coordinating maintenance operations. An equivalent combination of relevant education, training, and experience may be considered. Demonstrated practical ability to troubleshoot and complete a variety of routine maintenance tasks and safely operate common maintenance and grounds equipment. Experience with scheduling, purchasing paperwork, records, and basic budget tracking; proficiency with email, word processing, and spreadsheets.

Trade licenses and professional trade certifications are not required for this position.

Valid Driver's license and eligibility to operate tribal vehicles under applicable policies.

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:

High school Diploma or GED required

Valid Driver's license and eligibility to operate tribal vehicles under applicable policies

Physical demands: regular standing, walking, bending, kneeling, reaching and use of hand power tools, mowers and grounds equipment.

Must have proficiency with email, word processing, and spreadsheets

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	hr@mycaddonation.com