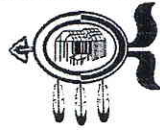


KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Maintenance Worker

DEPARTMENT: Maintenance

STATUS: 1 Full-Time

DEADLINE: September 16, 2011, by close of business 5:00 PM.

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking one (1) Full-Time Maintenance Worker. The Maintenance Worker shall be responsible for a wide variety of job duties, have construction abilities and knowledge on small home repair, plumbing, and electrical. Must be able to work under stressful conditions as well as have the ability to work a flexible schedule to work evenings and weekends. The Maintenance worker will be responsible for the oversight of general cleaning and preservation to include but not limited to sweeping, mopping, waxing, and polishing floors, washing windows and walls, vacuuming and spot cleaning carpets, emptying and cleaning waste receptacles, servicing tribal members, cutting wood, and perform general repairs to and operating heavy machinery and other duties as assigned.

MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent with two years related experience
- (2) **Skills:** Must possess the ability to work responsively with knowledge on small home repairs.
- (3) **Requirements:** Must possess documents that establish both Identity and Employment Eligibility, have a valid drivers license, pass a drug screening test, and complete an OSBI background investigation if needed. Applicants must be able to speak both English and Kickapoo.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource
PO BOX 70
McLoud, OK. 74851

or by fax at: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.