

Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation 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. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

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| Job Title: | Facilities Laborer | Posting Date: | 08/27/2021 | Closing Date: | Until Filled |
| Department: | Facilities | Status: | Full-Time | | |
| Location: | Anadarko, OK | | | | |

Position Summary:

Performs duties under the supervision of both, the Tribal Administrator and the Facilities Director. Is responsible for working with and assisting the other Facilities employees in keeping the interior of the office buildings and grounds in a clean and orderly condition.

Qualifications

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| 1. Mows lawn, edges, trims shrubbery, clean debris from sidewalks and grounds and cultivates flowers, using hand tools or power tools. | 4. Notifies Supervisor or Tribal Administrator concerning need for major repairs relating to lighting, heating or ventilation equipment. |
| 2. Maintains building, performing minor repairs, including painting when and if necessary. | 5. Must be familiar with industrial cleaners, polishes, etc. |
| 3. Must be able to operate janitorial machines and equipment. | 6. Must be at least 21 year of age or older and be in good physical health. |

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

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| <ul style="list-style-type: none"> Valid Oklahoma Driver License Pass drug testing requirements Pass FBI Background Check per P.L. 101-630 2 years satisfactory performance in a related position | <ul style="list-style-type: none"> Ability to tactfully meet and communicate with tribal members and public |
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To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

Where to Apply:

| Name | Address | Phone Number | Fax Number | Email Address |
|--|-------------------------------------|----------------------------|---------------|-------------------------------|
| Delaware Nation Human Resources Dept. | PO Box 825 Anadarko, OK 73005 | (405)247-2448 Ext. 1102 | (405)247-9393 | arodriguez@delawarenation.com |

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.