

CHAPTER TWO

RECRUITMENT

2. IN-HOUSE RECRUITING

The Human Resources Department shall post all job vacancies on designated Sac and Fox Nation bulletin boards for not less than three (3) working days as part of its "promotion from within" policy. These notices of job vacancies are primarily for Sac and Fox Nation employees to be aware of them first. The Director and/or Business Committee may request Human Resources to recruit both in-house and outside, concurrently, if justified.

The Human Resources department is taking In-House applications for the following position: Maintenance Technician/Mechanic. All applications must be received by Human Resources before the close of business May 07, 2021.

Maintenance Technician/Mechanic #2021-27 (STROUD) Inspects vehicle engine and mechanical components to diagnose issues accurately. Conduct routine maintenance work aiming to vehicle functionality and longevity. Repair or replace broken or dysfunctional parts and fix issues. Provide accurate estimates of time and effort for the repair or maintenance job. Monitors and maintain inventory logs of tools, equipment, and etc. to ensure they are safe and in usable condition. Must have general knowledge servicing large engine, small engine repair, etc. Working knowledge of vehicle diagnostic systems and methods. Excellent knowledge of mechanical, electrical, and electronic components of vehicles. Ability to handle a variety of tools and heavy equipment. High school diploma required. Certification from vocational school preferred. 1 – 2 years Mechanic Experience preferred.