

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: Landscaper/Laborer (multiple positions) for the Maintenance Department. All applications must be received by Human Resources before the close of business March 12, 2021.

- **Landscaper/Laborer (Seasonal) #2021-14.** Under general supervision of the Maintenance Technician Leader, performs unskilled tasks and grounds maintenance such as mowing, removal of brush, and picking up trash and debris. Operates trucks, tractors, mowers, and other motorized vehicles in the performance of assigned duties. Performs minor maintenance on vehicle and equipment in the performance of assigned duties. Performs custodial services and assists maintenance technicians, when needed. General knowledge of the tools, equipment, materials and methods utilized in grounds maintenance and of the hazards and safety precautions. Must be skilled in following oral and written instructions; and in performing building maintenance and repairs. Must be able to work in moderate to extreme heat, all weather conditions. Must possess a class "D" Driver's License and be insurable.