

Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 08/29/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: EQUIPMENT OPERATOR			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: FEDERAL ROADS CONSTRUCTION	Location: Okmulgee	Location Code: 205	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the direction of the Federal Roads Construction Site Foreman, the Equipment Operator is responsible for operating and maintaining heavy equipment used in activities engaged in excavating and grading of dirt for road purposes.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Operates mobile power equipment such as backhoes, earth excavators, motor graders, light and heavy bulldozers, tractors, heavy trucks, 613 and 621 scrapers with moving sweeping and cultivation attachments to excavate, move and grade earth in the process of the construction of roads, bridges, parking lots, sewage lagoons, streets and other projects requiring the use of all types of heavy equipment. 2. In charge of making minor decisions for himself and other employees when the Site Foreman is not available. If the Equipment Operator is not certain of the decision, then he is responsible for contacting the IRR Engineer before doing any project. 3. Help Site Foreman maintain equipment by insuring the preventative maintenance program for equipment is being followed. 4. Responsible for making sure other employees are to follow protocol for all maintenance on equipment, check all moving or turning points, check for cracks or breaks and report on any findings. 5. Responsible for safety protocol (hard hats, vests and other safety equipment). 6. Hauls equipment to and from job site. 7. Required to be able to pass any test or questions asked that pertains to the moving of all heavy equipment. Must also move equipment in a reasonable amount of time and do so safely. 8. Must be able to perform trenching and grading when needed.



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	<p>9. Reads highway construction blueprints, interprets cut and fill stakes and follows grades as shown on the plans.</p> <p>10. Must be able to blue top with motor grader to ensure a perfect grade before asphalt material is laid.</p> <p>11. Performs other duties as assigned.</p>
Minimum Requirements:	High School Diploma or GED equivalent with 5 years experience in operating heavy equipment. Must be able to perform the above outlines duties in a timely and accurate manner. Complete duties as assigned by Supervisor within assigned times. Compliance with Tribal Policy for attendance. Must have valid Oklahoma CDL.
Preferred Requirements:	None
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

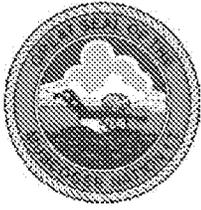
- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs. Up to 100 lbs. Over 100 lbs.

Physical Exam Required



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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|--|---|
| <input type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input checked="" type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.