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 10/05/2016	Employee Requisition Number ER-17017	JOB OPPORTUNITY	
Title/Position: **AUDIO/VISUAL MAINTENANCE TECHNICIAN**			
Pay Grade SG 11	Salary Range $35,859-46,820	Classification Full Time	
Department: SURVEILLANCE MANAGEMENT	Location: Tulsa	Location Code: 33F	FT/PT 1-Full Time

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

General Summary:	The primary responsibility of a Technician is to maintain, troubleshoot and repair all equipment, components and subcomponents of the surveillance system and associated equipment. All duties are to be performed in accordance with all Federal, State and Tribal Gaming Regulations, ordinances, internal controls and laws of the Muscogee (Creek) Nation. Employees in this position receive managerial supervision from the Information Technology Manager.
Principal Duties and Responsibilities:	1. Maintain Surveillance Systems (Analog& IP), Make sure all systems are functioning and all repairs are being made in a timely manner. 2. Installs, maintains, and repairs surveillance products and systems, on-site, including hardware, software and networking products. 3. Maintain access control systems. 4. Uses diagnostic tools, service aids, and product schematics to troubleshoot and resolve equipment and system failures 5. Clean and adjust cameras 6. Recommend changes to or replacement of components based on inspections. 7. Installation and/or adjustment of cabling, cameras and software. 8. Performs and oversees software/operating systems upgrades of equipment to insure optimum performance 9. Responsible for maintenance and required interface with pre/post equipment and vendors 10. Schedules work activity to accommodate casino's working environment and facilities SMA's (Service Maintenance Agreement) 11. Perform other related duties as assigned. 12. Keep department trucks clean and serviced. 13. Must keep all work areas cleaned and follow all safety guide lines. 14. Drive/Operate company vehicles to complete Surveillance work on and off property (Scissor lift, Boom lift, etc.).
Minimum Requirements:	1. High school diploma or equivalent. 2. Work varied shifts, including weekends and holidays.

Revised: 04/12/2014
Form 105

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	3. Working knowledge of Federal and Tribal Internal Control Standards 4. Must possess a clean driving record and valid driver's license. 5. Ability to operate machinery, use power tools (hammer drills, reciprocating saws, etc.), lift heavy loads up to 50 lbs., and work at heights using ladders and scaffolding. 6. Must be able to withstand prolonged standing, sitting, bending, crawling and kneeling without any restrictions while working indoors and outdoors exposed to various man made and organic environmental factors, such as but not limited to; extreme heat, dust, wind, noise and smoke. 7. Must be able to obtain Muscogee (Creek) Nation Gaming License.
Preferred Requirements:	1. Minimum of two (2) years' experience with a working knowledge of Video Matrix, Digital Recording, Fiber Optic Transmission System and testing of these systems. 2. Experience in LAN architecture and operation, UTP transmission systems, Intrusion Systems, Access Control and component level repair is preferred. 3. Individual must have strong mathematical and problem solving skills. 4. Must possess ability to work in a fast-paced environment and meet deadlines under dynamic circumstances while maintaining professionalism. 5. Must be able to work odd and irregular hours at remote gaming facilities as needed. 6. Must be self-motivated, mature and have the ability to work with and maintain highly confidential information.
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.

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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

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:

☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals

☐ Risk of electrical shock ☐ Vibration ☐ 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.