



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 09/13/2018	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: MAINTENANCE WORKER			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: SENIOR SERVICES	Location: Okmulgee	Location Code: 97	FT/PT 1-Full Time

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

General Summary:	Coordinate and assist a community based system of services for all older persons, fifty-five (55) years of age and older, within the Muscogee (Creek) Nation by performing the following duties:
Principal Duties and Responsibilities:	Receives written work orders or verbal instructions from supervisor. Mows grass and trims weeds for Senior Citizens residing within MCN jurisdiction. Performs light maintenance and home safety such as changing light bulbs, batteries in smoke detectors, hauling debris, some weatherizing, spraying for insects. May transport senior citizens for personal needs and medical appointments when other options have been exhausted. Assists other MCN Departments with the delivery of goods or services. Attends educational trainings for recognition of risk factors, signs, and symptoms of abuse, neglect and exploitation of MCN senior citizens. Performs regular maintenance on department equipment, tools, and vehicles. Maintains a mileage log and maintenance log. Cut, split, and haul wood to senior citizens on an as needed basis for heating. Spray for insects on the outside of senior citizens' homes. Assists with moving furniture if elders relocate.
Minimum Requirements:	To perform this job successfully, an individual must be able to perform each essential duty satisfactory.
Preferred Requirements:	High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
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.



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- 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

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.