



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 10/29/2018	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: CUSTODIAN-MAINTENANCE			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: FACILITIES	Location: Wetumka	Location Code: 53	FT/PT 1-Full Time

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

General Summary:	The Custodian/Maintenance Worker is responsible for janitorial and building maintenance of the Southern Regional Office in Wetumka.
Principal Duties and Responsibilities:	Clean and disinfect all restrooms. Mop and wax hard floors and vacuum rugs. Maintain parking area and sidewalks. Minor repair of electric, plumbing, carpentry, floor tile and ceiling tiles. General lawn care, mowing with push mower, tractor, trimmer, hedger and edger. Other duties range from changing lights, adjusting thermostats, moving and assembling furniture, and painting. Must adhere to all applicable safety rules and regulations. Shall exercise good public relations with citizens, visitors and employees. Perform any other duties that could be reasonably expected of a person in this position, as required by the Supervisor.
Minimum Requirements:	High School Diploma or GED.
Preferred Requirements:	Two years of experience using power tools, lawn care equipment and general knowledge of building maintenance.
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.



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- 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.