



**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 11/09/2018	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CIVIL ENGINEER</b>			
Pay Grade MG 12	Salary Range \$92,435-120,598	Classification Management	
Department: TRIBAL CONSTRUCTION	Location: Okmulgee	Location Code: 207	FT/PT 1-Full Time

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

General Summary:	Analyze, evaluate, design, oversee and execute engineering projects.
Principal Duties and Responsibilities:	Developing engineering goals and objectives; Ensuring that engineering projects comply with plans and specifications; Providing technical expertise to solve complex engineering problems; Serving as a technical engineering advisor concerning Tribal issues on behalf of the Tribe; Improving existing methods and procedures; Oversee and self-perform development of plans and specifications for Tribal civil engineering projects; Developing engineering scopes for proposed projects or systems modifications; Reviewing construction plans to ensure compliance with all applicable codes, ordinances, standards, and overall project feasibility; Coordinating the proper implementation of plans in actual construction; Administrative processing of detailed information, including contracts, and entails appraising property values and determining specific requirements (i.e., sanitary sewer, easement, etc.) for the completion of projects; Serves as an information source for Tribal employees at all levels and is frequently required to render technical advice and opinions with regard to specific projects; Traveling to review the implementation of plans in actual construction.
Minimum Requirements:	Bachelor's Degree from an accredited college or university with a major in civil engineering. 10 years minimum experience as a licensed Civil Engineer; Skill in critically reviewing construction plans and engineering reports; Skill in designing and drafting construction projects throughout all phases; Skill in reviewing existing engineering systems for adequacy in meeting present and future demands; Skill in preparing construction cost estimates; Proficient in design and review of road, parking lot, building pad, site grading, and subsurface engineering; Proficient in Autodesk Civil 3D Software; Skill in monitoring and maintaining compliance with project budgets. Familiar with DEQ, FEMA, Corps of Engineer and ODOT policies, procedures and forms.
Preferred Requirements:	State Licensed Surveyor; Proficient in design and review of hydraulic engineering; a strong understanding of engineering principles from other disciplines other than Civil; Proficient in GIS or Revit Software.
Valid Oklahoma Driver's License	Yes



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required?	
Please list any additional licenses required:	Possession of a Professional Engineer's License (Oklahoma or state having reciprocity with the state of Oklahoma.

**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

**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:**



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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.