



**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 11/14/2018	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>HEAVY EQUIPMENT OPERATOR</b>			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
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:	Under the direction of the Tribal Construction Foreman the Heavy Equipment Operator is responsible for operating and maintaining heavy equipment used in activities engaged in excavating and grading of dirt on tribal job sites by performing the following duties:
Principal Duties and Responsibilities:	include the following. Other duties may be assigned. 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 parking lots, sewage lagoons, and other projects requiring the use of all types of heavy equipment; makes minor decisions for himself and other employees when the Site Foreman is not available; help maintain equipment by insuring the preventative maintenance program for equipment is being followed; 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; responsible for safety protocol (hardhats, vests and other safety equipment); hauls equipment to and from job site; required to be able to pass any test or questions asked that pertains to the moving of all heavy equipment; coordinates logistics of getting proper specified material to site and placed accordingly to plans and specifications performs other duties as assigned. At any given time, employee will assist on various job tasks.
Minimum Requirements:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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. General computer skills; Database software; Internet software; Work Processing software.
Valid Oklahoma Driver's License required?	Yes



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Please list any additional licenses required:

VALID CDL

### 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:

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



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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.