



**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<br>11/14/2018              | Employee Requisition Number     | <b>JOB OPPORTUNITY</b>      |                         |
| Title/Position:<br><b>CADD TECHNICIAN</b> |                                 |                             |                         |
| Pay Grade<br>SG 11                        | Salary Range<br>\$35,859-46,820 | Classification<br>Full Time |                         |
| Department:<br>TRIBAL CONSTRUCTION        | Location:<br>Okmulgee           | Location Code:<br>207       | FT/PT<br>1-Full<br>Time |

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

|   |   |
|---|---|
| General Summary:                              | Under general supervision performs a variety of technical engineering work and other related duties.  |
| Principal Duties and Responsibilities:        | <p>Designs, drafts (using CADD software), analyzes, and plans for Tribal projects in accordance with acceptable standards and specifications under supervision of the Tribal Construction Services Director;</p> <p>Checks bid proposals from consultants and contractors for acceptability;</p> <p>Provides technical expertise and assistance to various groups;</p> <p>Conducts site surveys to determine existing facility conditions;</p> <p>Prepares project status reports and various other routine reports;</p> <p>Prepares final as-built drawings of Tribal projects;</p> <p>Attends meetings with consultants and contractors as needed; and prepares meeting notes;</p> <p>Reviews project submittal documents and approves or rejects based upon compliance with project drawings and specifications;</p> <p>Assists in establishing department drawing and construction standards;</p> |
| Minimum Requirements:                         | <p>High School Diploma or GED, plus a 2 year technical degree or associates degree in a drafting related field;</p> <p>Strong Technical Proficiency in Autodesk AutoCAD and Revit software platforms as well as Microsoft Office applications;</p> <p>Good working knowledge of building codes, construction means and methods, and typical architectural / engineering practices.</p>  |
| Preferred Requirements:                       | Expert Technical Proficiency in Autodesk AutoCAD and Revit software platforms as well as Microsoft Office applications.   |
| 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.