



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	JOB OPPORTUNITY	
Title/Position: CADD DESIGNER			
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 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>Reviews plans and prepares preliminary cost estimates for proposed engineering projects;</p> <p>Checks bid proposals from consultants and contractors for acceptability;</p> <p>Provides technical expertise and assistance to various groups;</p> <p>Prepares specifications for projects and equipment;</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>Conducts project job site visits during construction to monitor progress and ensures conformance to design specifications, client expectations, and building codes. Prepares punch lists and project observation reports to not findings;</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> <p>Mentors and assists in directing work of CADD Technicians.</p>
Minimum Requirements:	<p>Bachelor's Degree from an accredited college or university with a construction related major plus 1-5 years of experience in a related field;</p> <p>Or, a 2 year technical degree or associates degree in a construction related field plus 3-7 years of experience in a similar position;</p> <p>Strong Technical Proficiency in Autodesk Auto CAD 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:	Bachelor's Degree from an accredited college or university with a construction related major plus 3-4 years of experience in a related field;



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	Expert Technical Proficiency in Autodesk Auto CAD and Revit software platforms as well as Microsoft Office applications; 7+ years of total industry 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.
- 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:



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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.