



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 11/26/2018	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: FOREMAN-TRIBAL CONSTRUCTION SERVICES			
Pay Grade SG 11	Salary Range \$35,859-46,820	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:	Supervises construction projects and construction staff, usually working in all capacities, by transferring from one task to another where demands require worker with varied experience and ability to work without close supervision by performing the following duties.
Principal Duties and Responsibilities:	Inspects construction sites to monitor progress and ensure conformance to all plans and specifications and construction and safety standards; Investigates structures and equipment to determine feasibility and options; Directs construction and maintenance activities at project sites, including construction personnel (i.e., operators, laborers, and site foreman) and subcontract personnel assigned to the project; Manages contractual commitments for contractors including costs, quality, schedule, and field activities; Maintains quality of work in accordance with the standards specified in the design documents; Maintains effective communications and coordination between the company and the design engineer to ensure timeliness and accuracy. Other duties may be assigned.
Minimum Requirements:	High school diploma or general education degree (GED); or three to five years related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to operate heavy equipment, read blue prints, be able to perform advanced carpentry skills. These requirements listed are representative of the knowledge, skill, and/or ability required.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service: Responds promptly to customer needs.



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- 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 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.