



**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	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>LABORER</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	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:	The General Laborer shall oversee the daily operations in the Tribal Construction Services in a specific trade and work with the journeymen and apprentice on the job sites. The position will be required to schedule daily task work, supervise work in progress, quality control inspections and inventory control.
Principal Duties and Responsibilities:	Other duties may be assigned. Concrete finisher; Directs activities of workers concerned with construction of buildings, remodeling and service work or other construction projects; Studies specifications to plan procedures for construction on basis of starting and completion times and staffing requirements for each phase of construction, based on knowledge of available tools and equipment and various building methods; Procurement of tools and materials to be delivered as specified times to conform to work schedules; Confers with and directs personnel in planning and executing work procedures, interpreting specifications and coordinating various phases of construction to prevent delays; Inspects work in progress to ensure that work conforms to specifications and coordinating various phases of construction to prevent delays; Inspects work in progress to ensure that work conforms to specifications and that construction schedules are adhered to; Prepares or receives reports on progress, materials used and costs, and adjust work schedules as indicated by the reports.
Minimum Requirements:	High school diploma or general education degree (GED). Must possess thorough knowledge of residential and commercial construction.
Preferred Requirements:	Advanced Degree in the construction field or pursuing a degree; or two to four years related experience and/or training; or equivalent combination of education and experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**



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- 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 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.