



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 01/10/2019	Employee Requisition Number ER-19084	JOB OPPORTUNITY	
Title/Position: FIELD TECHNICIAN AIDE I			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: Conservation Commission	Location: Okmulgee	Location Code: 225	FT/PT 1-Full Time

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

General Summary:	
Principal Duties and Responsibilities:	The Field Technician Aide I is responsible for and performs a wide range of general field support activities at the field level: Assisting with maintaining Heavy Equipment; Preping for & assisting with Prescribed Fire and Prevention Treatment, Fencing and Penning; Pasture Management & Application of Treatments; general agricultural and conservation practices; etc in a safe and productive manner. May be called on to operate equipment in a limited manner; but not as a regular duty, depending upon the nature of the skill required.
Minimum Requirements:	A High School Diploma is preferred and some knowledge of Agriculture, and Natural Resources or related disciplines or activities;
Preferred Requirements:	Preferred General Experience in Agricultural, Land or Natural Resource Hands-on-field practices; Preferred temperament and ability to be trained; and train others in a hands-on manner; Preferred ability to use good judgment, be motivated and with work habits demonstrating minimal supervision in an outdoor environment; A valid CDL is a plus; This position is not a high risk position, however due to interaction with the general public maybe required to pass general background and drug testing.
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.



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- 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.