



**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 02/06/2019	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ENVIRONMENTAL TECHNICIAN</b>			
Pay Grade HG 7	Salary Range \$22,380-29,161	Classification Hourly	
Department: ENVIRONMENTAL SERVICES	Location: Okmulgee	Location Code: 222	FT/PT 2-Part-time

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

General Summary:	Under the Supervision of the Sec. of Interior, the MCN Environmental Director - work will include field surveys and climate change research and with water quality research using GIS mapping. Solid Waste surveys in the MCN Boundary.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Must be able to read &amp; locate legal descriptions and plats sites using state, county, city, topo and flood maps. Must be able to locate physical sites and give accurate directions to sites.</li> <li>2. Inspection of Solid Waste sites and Water Quality Surveys.</li> <li>3. Climate Change Research with MCN Environmental Staff.</li> <li>4. Soil Research</li> <li>5. Computer skills in Word, Excel and other Microsoft programs.</li> <li>6. Perform other duties as required, other duties may include assignments as needed.</li> </ol>
Minimum Requirements:	Associates Degree from a two year college or university and minimum of 1 year field experience and or training; or an equivalent of combination of education and work experience.
Preferred Requirements:	1 to 3 years work experience with the EPA, ODEQ or related Federal Government or Tribal Agency working with Water Programs.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Soil Science Background or Biology Background

**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.



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- 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:

<input type="checkbox"/> Fumes or airborne particles	<input checked="" type="checkbox"/> Outside weather conditions	<input type="checkbox"/> Toxic or caustic chemicals
<input type="checkbox"/> Risk of electrical shock	<input type="checkbox"/> Vibration	<input type="checkbox"/> 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.