



**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 05/02/2019	Employee Requisition Number <b>ER-19159</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>HVAC SERVICE TECHNICIAN</b>			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: FACILITIES	Location: Okmulgee	Location Code: 53	FT/PT 1-Full Time

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

General Summary:	The HVAC Service Technician primary responsibilities are to maintain all heating and cooling and ventilating systems.
Principal Duties and Responsibilities:	Maintain, repair or install air conditioning ventilation and heating systems. Perform preventative maintenance to increase the longevity of HVAC system. Troubleshoot HVAC and electrical issues. Conduct performance test-special tools. Keep accurate records of daily log. Check buildings through the day to make sure the building is comfortable. Must adhere to all applicable safety rules and regulations. Shall exercise good public relations with citizens, visitors and employees. Shall perform any and all other duties assigned by the Supervisor or Manager.
Minimum Requirements:	High School Diploma or GED. Certificate or associate degree from an HVAC program from a technical school. Apprenticeship under a journey person for 5 years, plus on the job training. Certificate through EPA. Experience in refrigeration. Must be in good physical condition.
Preferred Requirements:	Indian preference, defined as enrollment in a federally recognized tribe.
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.