



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 ER-19160	JOB OPPORTUNITY	
Title/Position: MAINTENANCE WORKER			
Pay Grade SG 7	Salary Range \$22,380-29,161	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 Maintenance Worker maintains the upkeep of the Tribal Complex building's interior and exterior. Also, responsible for lawn care.
Principal Duties and Responsibilities:	Minor repair of electric, plumbing, carpentry, floor tile, ceiling tile, cement and concrete work. General lawn care, mowing with push mower, tractor, weed eater, hedger and edger. Other duties range from changing lights, adjusting temperature, moving and assembling furniture. Must perform any and all other duties as assigned.
Minimum Requirements:	High School Diploma or GED with 2 years experience, using power tools
Preferred Requirements:	High School Diploma or GED with 2 years experience, using power tools, lawn care, and general knowledge of building construction.
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.
- 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.



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- 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 checked="" type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input checked="" type="checkbox"/> Vibration | <input checked="" 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.