



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 05/09/2019	Employee Requisition Number ER-19165	JOB OPPORTUNITY	
Title/Position: ACS WORKER II			
Pay Grade HG 10	Salary Range \$31,865-41,579	Classification Hourly	
Department: ARBOR SERVICES	Location: Okmulgee	Location Code: 220	FT/PT 1-Full Time

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

General Summary:	<p>This is specialized position in arbor care service with an emphasis on safety and accident prevention. An employee is responsible for arbor care service to be rendered to tribal properties within the Muscogee (Creek) boundaries. Provide goals and objectives, mitigation measures, and priorities ensuring compliance with federal, state, and local regulations and guidelines. Improve tribal properties by mitigating risk of arbor debris around structures, service line and any other properties when called upon. Be knowledgeable of emergency preparedness and responsive to security functions. Develop plans and a strategy to prevent loss of life and reduce property damage from any disaster by exercising and coordinating preparedness plans and assisting with other emergency response departments within our tribes. Work is performed under general supervision of the Arbor Services Supervisor.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Knowledge of equipment (Chainsaws, pole saws, ropes, ladders, hydraulic lifts, chippers). 2. Lifting and moving of heavy objects. 3. Working at extreme heights. 4. Physical ability and knowledge of proper climbing techniques and rope applications. 5. Physical ability and knowledge of working in and around high voltage power lines. 6. Seek opportunities to advance knowledge of arbor care through training, collaboration and self study. 7. Safely remove trees or tree limbs from personal property without damage.



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	<p>8. Demonstrate interpersonal relationships in a manner, which enhances communication, promotes conflict resolution and facilitates the development of any desired outcome.</p> <p>9. Able to work and communicate with all levels of public sector employees.</p> <p>10. Knowledge and ability to work safely without incident.</p> <p>12. Performs all other related work as required</p> <p>13. Be able to work efficiently during prolonged and stressful disaster events.</p> <p>14. Additional assignments will consist of filling in at the next higher position when required.</p> <p>15. Perform assessments on call-in request and train on data input into work order system.</p> <p>15. Assuming ACS Assistance Supervisor duties when necessary. Knowledge and ability to work with both bucket or climbing crew.</p>
<p>Minimum Requirements:</p>	<p>High School graduate or equivalent. Knowledge of tree care removal and equipment.</p>
<p>Preferred Requirements:</p>	<p>Certification such as CPR and Arborist are a plus. Must be physically fit to perform job related tasks. Any training in boom operated man lifts, training for working in and around power lines and tree climbing experience. Safety is a must. must.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>No</p>
<p>Please list any additional licenses required:</p>	

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.



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- 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 checked="" type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input checked="" 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.