



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 05/16/2019 | Employee Requisition Number ER-19173 | JOB OPPORTUNITY | |
| Title/Position: HVAC SERVICE TECHNICIAN | | | |
| 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.

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| General Summary: | The HVAC Service Technicians 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 systems. Troubleshoot HVAC and electrical issues(relating to HVAC equipment). 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. Develop standard maintenance procedures. Coordinate with other departments as required for consultation or tech advice. Must have Oklahoma State Unlimited Contractor License. Certificate through EPA. 5 years experience in maintaining/installing refrigeration equipment. Must be in good physical condition. |
| Preferred Requirements: | Possesses Oklahoma State Master License. |
| 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.



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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 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 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.