



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 05/29/2019	Employee Requisition Number ER-19182	JOB OPPORTUNITY	
Title/Position: MAINTENANCE WORKER			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: EUFAULA DORMS	Location: Eufaula	Location Code: 102	FT/PT 8 -FT Emergen cy Hire

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

General Summary:	The maintenance technician performs daily maintenance and repair in dormitory and surrounding grounds.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Performs a wide variety of carpentry duties involving construction, alteration, repair or modification of wood, wood products, and/or wood substitute items and structure such as framework, doors, windows, finished walls, rough furniture, interior or exterior trim, floors, walls, shelves, ready-made cabinetry, staircases, trusses, beams, and similar items. The work at this level demands close attention to assure that accuracy, spacing, and fit conform to present specifications, and where structural soundness and/or appearance are important. The incumbent plans, conducts, and completes entire projects from initial layout to final assembly or installation. 2. Performs complete plumbing installation, modifications, preventive maintenance, and repairs on new and existing utility, supply, and disposal systems such as sewage, water, oil and gas distribution systems; water closets, tubs, fire alarm systems, and showers. Sets tubs, toilets, lavatories, etc. and cuts, threads, and fits piping as needed, working with plans, blueprints, and sketches. 3. Installs and repairs domestic heating systems and services and repairs heating systems, such as low pressure steam, gas heating boilers, furnaces, hot water heaters, and related equipment. 4. Performs preventive maintenance on plumbing, and elements of heating and cooling systems. Make adjustments, services and oils systems and related equipment, changes filters, replaces gaskets, sets, adjust and test controls and equipment. 5. Performs a variety of painting and coating materials application duties including preparing surfaces to be coated by methods such as sanding, wire brushing, and cleaning with a wide variety of materials, removes tapes, covers, or otherwise masks and the like; supplies materials (paints, varnishes, shellac, synthetics) with brush rollers, spray guns and other techniques assuring that the coating meets requirements. 6. Cleans tools, maintains equipment (tractors, ground equipment, shop



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	equipment, etc.) maintains approx. 15 acres of grounds; uses cleaning materials or solvents; applies preservatives to prevent deterioration of tools and equipment from rust corrosion or other conditions; oversees, and/or personally cleans areas worked and restore to good order.
Minimum Requirements:	Knowledge of safety procedures and practices applicable to each of the trades involved in the work. Knowledge of applicable building codes. Ability to read instructions and follow directions. Must be in good physical condition - lift items weighing up to 50 pounds.
Preferred Requirements:	Experience in practices and precedents in maintenance and repair. Knowledge of bureau policies and regulation/standard technical literature and texts.
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.
- 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:



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