



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 08/20/2019	Employee Requisition Number ER-19268	JOB OPPORTUNITY	
Title/Position: LANDSCAPE HELPER			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: REINTEGRATION PROGRAM	Location: Henryetta	Location Code: 106	FT/PT 1-Full Time

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

General Summary:	Under the direction of the Reintegration Maintenance Supervisor, the Landscape Specialist will manage the daily activities of work engaged in pruning trees and shrubs, cultivating lawns, and applying pesticides and other chemicals according to service contract specifications. Shall develop and implement policies and procedures for the unit. Shall rely on experience and judgement to plan and accomplish goals.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for installation of all new plants and upkeep on all flower beds, shrubs, trees etc. 2. Must be able to design flower beds. 3. Must be able to coordinate placement of trees and shrubs throughout entire complex and any other areas. 4. Must maintain all flower beds on a regular basis, this includes weeding, replanting and watering. 5. Shall install and repair new and existing irrigation systems. 6. Troubleshoot unidentified electrical system programs. 7. Program electrical irrigation controllers. 8. Perform regular mowing of areas, edging when required. 9. Perform a variety of pest control, operations including spraying herbicides and other sprays as necessary. 10. Perform various landscape construction projects including retaining walls for terraces, installation of water bars and trenching. 11. Must perform any and all other duties as assigned
Minimum Requirements:	High School Diploma or a GED with at least 2 years' experience in landscaping, building flower beds and planting. Helpful to have horticulture certification.
Preferred Requirements:	Associates degree in horticulture or related field and 5 years experience in greenhouse growing, planting and general landscape duties.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	none



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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:

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.