



**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 02/04/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>FEDERAL ROADS MANAGER</b>			
Pay Grade MG 10	Salary Range \$72,987-95,201	Classification Management	
Department: TRANSPORTATION	Location: Okmulgee	Location Code: 203	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Secretary of Interior Affairs, the Federal Roads Manager shall have overall supervisory authority over the Federal Roads Department. Manager shall be responsible for the formulation of overall policies, standards and methods for design, construction and maintenance of the Federal Roads Department. Manager shall oversee planning, design and construction of new road construction and maintenance projects for Federal Roads Department within the Muscogee (Creek) Nation.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Shall collaborate and work with all necessary agencies to ensure the smooth operation of the Federal Roads Department. Shall ensure all necessary reporting is done correctly and submitted on time.</li> <li>2. Shall plan new construction projects and maintenance projects on the roads within the Muscogee (Creek) Nation in accordance with an approved Transportation Improvement Plan (TIP).</li> <li>3. Shall develop plans, specifications and cost estimates for surface transportation projects according to established engineering standards and state or federal construction policy.</li> <li>4. Shall procure services of consultants when necessary to ensure all phases of the program are functioning to maximum capacity. Shall review and approve all planning and design activities performed by staff and consultants.</li> <li>5. Coordinate and monitor the on-site construction to assure adequate testing and inspection of materials and workmanship are being completed.</li> <li>6. Shall contact County Commissioners, City Representatives or other entities in order to obtain materials, laborers, and other services as outlined in the Memorandums of Agreement (MOA).</li> </ol>



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	<p>7. Shall contact landowners and make preliminary negotiations with landowners to obtain temporary construction land easements for material borrow areas, channel changes and for location of construction campsite.</p> <p>8. Shall devise methods to overcome construction problems and make periodic reviews and inspections to ensure compliance with plans and specifications.</p> <p>9. Shall review and approve all expenditures for the Federal Roads Department.</p> <p>10. Shall be responsible for monitoring all budgets for the Federal Roads Department to ensure efficient operations of the overall programs.</p> <p>11. Develop cost estimates and special studies to determine economic engineering feasibility on various Tribal roads construction and maintenance projects.</p> <p>12. Shall be on 24 hour call for Road Construction to be available for any and all emergency situations that may occur on road projects.</p> <p>13. Shall be responsible for the staffing, supervision, training, and evaluation of all employees within the department.</p> <p>14. Shall perform other duties as assigned.</p>
<p>Minimum Requirements:</p>	<p>Minimum Requirements - Bachelor's Degree or related (10) ten years specialized experience. Must possess knowledge of civil and geotechnical engineering concepts, principals and practices pertaining to the construction and maintenance of highways, bridges, roads, trails and drainage structures. Must possess knowledge of right-of-way acquisitions, archeological clearances, and system engineering. Must possess excellent oral and written communication skills.</p>
<p>Preferred Requirements:</p>	<p>Preferred Requirements - Bachelor's degree in related field and (10) ten years specialized experience.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</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.



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- 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.