



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

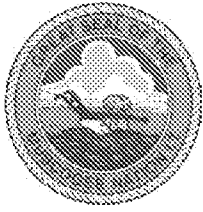
Submitted Date 04/08/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: PROJECT MANAGER			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: DEVELOPMENT MANAGER	Location: Okmulgee	Location Code: 802	FT/PT 1-Full Time

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

General Summary:	The Project Manager is responsible for the coordination supervision, support and inspections of all Housing construction projects.
Principal Duties and Responsibilities:	Work with Architects, Engineers, City or County inspection officers, Tribal and housing staff in developing construction designs, plans and material specifications. Participate in the bidding process of all new construction projects. Inspect construction sites to monitor progress and ensure conformance of contractual commitments for contractors and subcontractors including costs, quality, scheduling, field activity, plans, specifications, building code requirements and safety standards. Maintain effective communication and coordination between the company and the design engineer to ensure timeliness and accuracy. Stay current with building codes. Visit potential sites to evaluate, determine feasibility and cost to build single or multi-family housing units. Assist in procedure changes that would increase efficiency of operations.
Minimum Requirements:	Associate Degree and 6 years experience in residential construction management or combination of education and experience. Experience in operating Microsoft Office.
Preferred Requirements:	Bachelors Degree and 10 years experience in residential construction management or combination of education and experience. Experience in operating Microsoft Office.
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.



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- 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.