



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 04/30/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: PROJECT MANAGER I			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: TRIBAL CONSTRUCTION	Location: Okmulgee	Location Code: 207	FT/PT 1-Full Time

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

General Summary:	The Project Manager I is responsible for planning and supervising a wide range of construction projects from start to finish. This position will oversee construction procedures and ensure they are completed in a timely and efficient manner without exceeding budget.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Collaborate with engineers, architects, and other consultants to establish the specifications or other requirements for various construction projects as assigned. • Assist in obtaining permits and licenses from external authorities having jurisdiction. • Provide input with respect to design, value engineering, scope of work, cost estimating, contractor prequalification, scheduling, and construction. • Evaluate contractors based on specific scoring criteria. • Lead project to completion utilizing management skills to effectively coordinate with each entity associated with the project, both internal to the Nation and external. • Assists Building Code Official in ensuring projects are constructed per adopted building codes. • Coordinate and arrange OAC meetings as required. • Review and approve contractor pay applications, verifying accuracy. • Ensure all project correspondence is recorded in a manner easily accessible by Tribal Construction management. • As this individual directly represents the Muscogee (Creek) Nation to other entities while on various projects, they must be mild-tempered and have a positive, pleasant attitude at all times. • Attend training as needed. • Other duties as assigned by management.
Minimum Requirements:	High School diploma or general education degree (GED); and 3 years related experience; or, Associate's Degree in Construction Management with 1 year of related experience.
Preferred Requirements:	Bachelor's Degree in Construction Management (or other construction related field). Possesses relevant certifications or professional memberships. Experience with Procore software.
Valid Oklahoma Driver's License	Yes



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required?	
Please list any additional licenses required:	None.

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:



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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.