



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 08/30/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: CEMETARY CREW			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: CULTURAL PRESERVATION	Location: Okmulgee	Location Code: 209	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Cemetery Crew Leader, the Cemetery Crew position helps operate the Cemetery Preservation Program which provides cemetery cleanup and fencing services for Muscogee family and church cemeteries within the boundaries of the Muscogee (Creek) Nation Reservation. Candidates should be enthusiastic, work well with others as a team, and be safety-oriented.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Knowledge of equipment; zero-turn mowers, weed trimmer, rotary mower, chainsaws, stump grinder, pole saw, post-hole digger, grapppler, tractor, trailer, bucket truck, etc. 2. Primary job will be to assist with mowing, weed eating, cleaning up debris, brush and tree removal, frequent chainsaw operation, and repairing or installing fence structures around cemeteries. 3. Must be physically fit to perform job related tasks and be able to navigate on uneven terrain, stand, walk, bend, crouch, reach, and lift up to 50 lbs. on a regular basis. 4. Ability to work in all weather conditions, extreme heat and cold. 5. Assist with routine maintenance of equipment for optimum performance. 6. Adhere to all safety standards for individuals working with heavy machinery and equipment. 7. Excellent communication and customer service skills. 8. Attention to detail and the ability to follow directions. 9. Assist in inventorying equipment and ensure all equipment is accounted for and secure. 10. Obtain GPS training and assist in data collection on cemeteries (location, size, name, number of graves, etc.). 11. Perform other duties as assigned by the Historic and Cultural Preservation Manager and Cemetery Crew Leader.
Minimum Requirements:	High School graduate or equivalent with one (1) year of experience as a skilled laborer, or residential or commercial lawn care, landscaping, groundsman, arborist, or related work. Must have some understanding of Muscogee culture and history.
Preferred Requirements:	High School graduate or equivalent with two (2) years of experience as a



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	skilled laborer, or residential or commercial lawn care, landscaping, groundsman, arborist, or related work. Tree climbing experience is preferred. Knowledge of Muscogee history and culture; speak and understand Muscogee language; knowledge of the Muscogee Reservation boundaries and locations of cemeteries; knowledge of the National Historic Preservation Act and the Native American Graves Protection and Repatriation Act (NAGPRA).
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:

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



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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.