



**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 09/14/2021	Employee Requisition Number <b>ER-21305</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>INSTRUMENT MAN-SURVEYOR ASSIST</b>			
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:	Assist Professional Surveyor to perform all aspects of topographic, ALTA, boundary, and construction related surveying fieldwork: Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.
Principal Duties and Responsibilities:	Others duties may be assigned. Ability to work independently, unsupervised, completing all tasks related mainly to survey field work: Verify accuracy of survey data including measurements and calculations conducted at survey sites; Calculate heights, depths, relative position, property lines and other characteristics of terrain; prepare, maintain and keep detailed field notes; Ability to use theodolites, transits, levels, and satellite-based position system (GPS), Total Station and Robot; Ability to locate utilities including verifying and noting depths, sizes and types; Ability to recognize needed procedures and suggest them to a supervisor for review.
Minimum Requirements:	To perform this job successfully, and individual must have knowledge of the principles, practice methods and techniques used in the civil engineering profession. Ability to recognize and trouble shoots when equipment is malfunctioning. Ability to perform all aspects of; topographic, ALTA, boundary, and construction related surveying fieldwork. Must have a high degree of respect for proper procedures.
Preferred Requirements:	Minimum 4 years experience as such. GPS, total station, robot and automatic level experience. General computer skills; Database software; Internet software; Word Processing software; any land surveyor programs. Ability to print, scan and file.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**



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- 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.