



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	JOB OPPORTUNITY	
Title/Position: PROFESSIONAL LICENSED SURVEYOR			
Pay Grade SG 16	Salary Range \$64,854-84,593	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:	Make exact measurements and determine property boundaries. 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:	Other duties may be assigned. Verify accuracy of survey data including measurements and calculations conducted at survey sites; Search legal records and land titles to obtain information about property; Calculate heights, depths, relative position, property lines and other characteristics of terrain; Prepare and maintain sketches, maps, reports and legal descriptions and assume liability for work performed; Write descriptions, Compute geodetic measurements and interpret survey data measurements and interpret survey data to determine positions etc.; Determine longitudes and latitudes using theodolites, transits, levels, and satellite-based position systems (GPS); Train assistants and helpers and direct their work in such activities as performing surveys or drafting maps; Conduct research in surveying and mapping methods using knowledge of techniques of photogrammetric map compilation and electronic data processing; Develop criteria for the design and modification of survey instruments.
Minimum Requirements:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred Requirements:	is licensed as a Professional Licensed Surveyor and has supporting degrees. Minimum of 2 years of practical experience. General computer skills; Database software; Internet software; Work Processing software; any land surveyor programs.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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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:

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



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.