



**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 12/01/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>GENERAL TRADESMAN I</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	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:	Under the direct supervision of the Foreman, the General Tradesman shall perform all required construction-related work to complete Tribal Construction Services self-performed projects.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Operate and care for construction equipment, tools, and machines.</li> <li>• Assist equipment operators, carpenters, and other skilled labor works as required.</li> <li>• Prepare construction sites by cleaning obstacles and hazards.</li> <li>• Load or unload construction materials, tools, and equipment.</li> <li>• Assemble and Disassemble temporary structures, such as scaffolding and barriers.</li> <li>• Remove, fill, or compact earth using hand tools or powered equipment.</li> <li>• Any other duties as requested by Foreman or other departmental management.</li> <li>• Follow all health and safety regulations.</li> <li>• Coordinates with and assists outside contractors as required.</li> <li>• 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.</li> <li>• Attend training as needed.</li> <li>• Other duties as assigned by management.</li> </ul>
Minimum Requirements:	High School diploma or general education degree (GED); and/or 2 years related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	Skilled in concrete finishing; CDL Holder; Skilled in the operation of a skid steer; Extensive working knowledge of specific skilled trade(s)
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.