



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 05/23/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ENVIRONMENTAL SPECIALIST II			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: ENVIRONMENTAL SERVICES	Location: Okmulgee	Location Code: 222	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Muscogee (Creek) Nation Secretary of Interior, and the Environmental Services Department Director - to provide technical support and share responsibility with the Environmental Director for the planning, development, implementation of the the Nation's environmental activities and programs required by NAHASDA, HUD and EPA environmental regulations, NEPA and other federal laws and regulations. Will supervise the Environmental Specialist I and in the absence of the Environmental Director will direct all Environmental department activities.
Principal Duties and Responsibilities:	1) Knowledge and application of: federal, state, and tribal environmental regulations, statutes and policies; primarily, the National Environmental Policy Act (NEPA) of 1969, Clean Water Act (CWA), Clean Air Act (CAA), Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Oil Pollution Act (OPA), Safe Drinking Water Act (SDWA), and other environmental laws and regulations. 2) Ability to conduct, interpret, and review environmental assessments and other environmental documents under NEPA regulations for governing federal agencies including, but not limited to: BIA, EPA, IHS, HUD, USFWS, USACE, NRCS, etc. 3) Knowledge of the National Historic Preservation Act (NHPA) and other laws and statutes pertaining to the protection of cultural resources. Knowledge of various environmental and cultural resource laws related to Indian Restricted and Trust Land. 4) Knowledge and effective use of: Microsoft Office applications, environmental regulatory databases, geospatial / mapping resources, and project management software. 5) Ability to apply for and manage Federal Grants including: effective project implementation, timeline adherence; and budget tracking/reporting. 6) Ability to effectively communicate orally and in written format. 7) Directly supervises the activities of the Environmental Specialist I and carries out supervisory responsibilities for the department in accordance with the departmental, Muscogee (Creek) Nation and applicable laws in the absence of the Director.
Minimum Requirements:	Bachelor's Degree from a four-year college in an Environmental Related



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	field and 5+ years related experience and/or training or equivalent combination of Education and experience.
Preferred Requirements:	Master's Degree and 5 to 10 years work experience with the EPA, ODEQ, BIA or other related Federal Government or tribal agency. Special Considerations: Advanced professional certifications (Certified Floodplain Manager (CFM), Registered Environmental Professional (REM), Certified Hazardous Materials Manager (CHMM), etc.) are desirable.
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



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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.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.