



**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 06/09/2022	Employee Requisition Number <b>ER-22297</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MAINTENANCE WORKER</b>			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: COMMUNITY RESEARCH/DEVELOPMENT	Location: Okmulgee	Location Code: 94	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Community Research and Development Director, and the Community Program Supervisor, employee shall inspect community buildings and property, document and provide follow-up regarding all maintenance and upkeep for community buildings.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Receive written work orders or verbal instructions from supervisor.</li> <li>2. Review assigned work orders and discuss any concerns with Community Research and Development, and/ or Community Board of Directors.</li> <li>3. Responsible for lawn maintenance for Community Centers and when necessary traditional churches.</li> <li>4. Responsible for maintenance and repairs for Community Centers, property and when necessary traditional churches.</li> <li>5. Respond to other MCN departments as needed and assist with natural disasters.</li> <li>6. Assist staff in coordination of daily activities, community events, quarterly trainings and any issues with Communities.</li> <li>7. Create documentation forms as needed and provide monthly reports as requested.</li> <li>8. Must be knowledgeable in maintaining lawn equipment, tractors, and other outdoor equipment.</li> <li>9. Handyman experience necessary for building and property upkeep.</li> <li>10. Must have a valid driver's license.</li> </ol>



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	11. Perform other duties as assigned.
Minimum Requirements:	High School diploma or GED equivalent. Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of this position.
Preferred Requirements:	Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include experience working in an environment involving public contact.
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.

#### **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.