



**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 07/12/2022	Employee Requisition Number <b>ER-22347</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>DIRECTOR</b>			
Pay Grade MG 11	Salary Range \$82,139-107,140	Classification Management	
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:	The Tribal Construction Services Director manages the overall direction, completion and financial outcome for assigned projects within Tribal Construction Services. The Director is responsible for directing and mentoring on-site staff. The position requires business management acumen and must demonstrate strong leadership, organizational and time management skills, as well as strong communication and client service skills.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Participate in preconstruction meetings with Contractor/Architect – monitor design and development, establish goals and milestones for document packages and generally monitor project development to ensure that it can be procured within budget and on schedule</li> <li>• Coordinate project requirements with RFS to ensure maximum satisfaction with department performance</li> <li>• Staff projects accordingly and assign project team responsibilities</li> <li>• Ensure compliance with all standard departmental processes and utilization of technology</li> <li>• Manage accounting functions and budget.</li> <li>• Prepare schedule of values or cost loaded schedule and implement billing process in accordance with tribal guidelines and contract terms</li> <li>• Review subcontractor and vendor schedule of values, invoices and accounts payable. Ensure on-time payment to Subcontractors and Vendors</li> <li>• Review change orders and prepare Job Cost budget Updates</li> <li>• Responsible for accurate cost coding and quantity reporting for self-perform work</li> <li>• Prepare and submit accurate weekly Project Status Reports</li> <li>• Prepare and submit accurate quantity and cost reporting for self-perform work</li> <li>• Identify risks and opportunities as well as developing mitigation and capture strategies to address</li> <li>• Monitor the progress of construction activities on a regular basis and hold status meetings within Tribal Construction Services Department</li> </ul>



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	<ul style="list-style-type: none"> <li>• Manage delays and associated cost or time impacts</li> <li>• Prepare detailed as-built cost breakdown for input into cost database</li> <li>• Provides mentorship and close oversight on all self-performed design projects</li> <li>• Other duties as assigned</li> </ul> <p>Job Skills and Abilities Guidelines:</p> <ul style="list-style-type: none"> <li>• Computer knowledge and efficiency, including Microsoft Office products</li> <li>• Thorough understanding of the industry</li> <li>• Understanding of contracts and risk management</li> <li>• Strong written and verbal communication skills</li> <li>• Good math/accounting skills</li> <li>• Strong management skills</li> <li>• Functions effectively as part of a team</li> <li>• Exhibits strong leadership qualities</li> <li>• Dependability</li> <li>• Excellent time management and organizational skills</li> <li>• Strong decision making/problem solving skills</li> </ul>
Minimum Requirements:	Bachelor's Degree – Construction Management, Architecture, Engineering or equivalent and 8 years of industry experience or combination of education and experience
Preferred Requirements:	10 years of related industry experience. Enrollment in a Federally Recognized Native American Tribe.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CDL is favorable.

**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.



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**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.

**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.