



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 07/14/2022	Employee Requisition Number ER-22353	JOB OPPORTUNITY	
Title/Position: RECYCLING SPECIALIST			
Pay Grade SG 10	Salary Range \$31,865-41,579	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 Sec. of Interior and the Environmental Director the Recycling Specialist will collect and transport recyclable materials from the Muscogee (Creek) Nation departments located at: 1) the main Tribal Complex; 2) satellite offices in Okmulgee and Wetumka; 3) other locations, as directed. Deliver recyclable materials to recycling facilities, as appropriate.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Develop and maintain recyclable pick-up and transport schedule. 2. Inspect collection sites on a routine basis. 3. Maintain adequate collection receptacles. 4. Inspect and sort materials, as appropriate. 5. Record site volume information via computer. 6. Maintain recycling vehicle in good working order. 7. Keep work areas clean, organized, and safe. 8. Wear personal protective equipment, as appropriate. 9. Transport trailers, supplies and set up materials at outreach events. 10. Perform other duties as required.
Minimum Requirements:	High school diploma or general education degree (GED); one (1) year of related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	One (1) to three (3) years work experience with environmental programs or Tribal Agency.
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.



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- 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:

- | | | |
|--|--|---|
| <input type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input checked="" type="checkbox"/> Vibration | <input checked="" type="checkbox"/> 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.