



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 07/15/2022	Employee Requisition Number ER-22363	JOB OPPORTUNITY	
Title/Position: MANAGER			
Pay Grade MG 10	Salary Range \$72,987-95,201	Classification Management	
FEDERAL ROADS	Location: Okmulgee	Location Code: 203	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Secretary of Interior Affairs, the Federal Roads Manager shall have overall supervisory authority over the Federal Roads Department. Manager shall be responsible for the formulation of overall policies, standards and methods for design, construction and maintenance of the Federal Roads Department. Manager shall oversee planning, design and construction of new road construction and maintenance projects for Federal Roads Department within the Muscogee (Creek) Nation.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Shall collaborate and work with all necessary agencies to ensure the smooth operation of the Federal Roads Department. Shall ensure all necessary reporting is done correctly and submitted on time. 2. Shall plan new construction projects and maintenance projects on the roads within the Muscogee (Creek) Nation in accordance with an approved Transportation Improvement Plan (TIP). 3. Shall develop plans, specifications and cost estimates for surface transportation projects according to established engineering standards and state or federal construction policy. 4. Shall procure services of consultants when necessary to ensure all phases of the program are functioning to maximum capacity. Shall review and approve all planning and design activities performed by staff and consultants. 5. Coordinate and monitor the on-site construction to assure adequate testing and inspection of materials and workmanship are being completed. 6. Shall contact County Commissioners, City Representatives or other entities in order to obtain materials, laborers, and other services as outlined in the Memorandums of Agreement (MOA). 7. Shall contact landowners and make preliminary negotiations with landowners to obtain temporary construction land easements for material borrow areas, channel changes and for location of construction campsite. 8. Shall devise methods to overcome construction problems and make periodic reviews and inspections to ensure compliance with plans and specifications. 9. Shall review and approve all expenditures for the Federal Roads



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	Department. 10. Shall be responsible for monitoring all budgets for the Federal Roads Department to ensure efficient operations of the overall programs. 11. Develop cost estimates and special studies to determine economic engineering feasibility on various Tribal roads construction and maintenance projects. 12. Shall be 24 hour call for Road Construction to be available for any and all emergency situations that may occur on road projects. 13. Shall be responsible for the staffing, supervision, training, and evaluation of all employees within the department. 14. Shall perform other duties as assigned.
Minimum Requirements:	Bachelor's Degree or related (10) ten years specialized experience. Must possess knowledge of civil and geotechnical engineering concepts, principals and practices pertaining to the construction and maintenance of highways, bridges, roads, trails and drainage structures. Must possess knowledge of right-of-way acquisitions, archeological clearances, and system engineering. Must possess excellent oral and written communication skills.
Preferred Requirements:	Bachelor's degree in related field and (10) ten years specialized experience.
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.