



**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-22344</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CONSTRUCTION SUPERINTENDENT</b>			
Pay Grade MG 10	Salary Range \$72,987-95,201	Classification Management	
Department: TRIBAL UTILITY UNDER SEC OF NATION	Location: Okmulgee	Location Code: 1304	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Tribal Utility Authority GM/CEO, the Construction Superintendent manages the overall direction, completion and financial outcome for assigned projects within Tribal Utility Authority. The Superintendent is responsible for overseeing construction staff and contractors in accordance with all operating policies and regulations. The position requires business acumen and must demonstrate strong leadership, organizational and time management skills, and has strong communication and client service skills.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Participate in pre-construction meetings with Contractors - monitor design and development, establish goals and milestones for project packages and generally monitor project development to ensure that it can be procured within budget and on schedule</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 budgets and timelines. Assist with ensuring contract terms are comprehensive, sufficient, and reasonable. Prepare schedule of values or cost loaded schedule and implement billing process in accordance with tribal guidelines and contract terms</li> <li>• Review and approves 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>• Prepare and submit accurate weekly Project Status Reports</li> <li>• Identify and manage risk and opportunities proactively and develop mitigation and capture strategies</li> <li>• Monitor the progress of construction activities on a regular basis and hold status meetings with necessary stakeholders</li> <li>• Manage delays and associated cost or time impacts</li> <li>• Prepare detailed as-built cost breakdown with economic impacts</li> <li>• Other duties assigned</li> </ul>
Minimum Requirements:	<ul style="list-style-type: none"> <li>• Bachelor's Degree - Construction Management, Architecture, Engineering or technical equivalent</li> </ul>



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	<ul style="list-style-type: none"> <li>8 years of utilities industry experience</li> <li>Combination with education and experience</li> <li>Valid Oklahoma Driver's License</li> </ul>
Preferred Requirements:	<ul style="list-style-type: none"> <li>Bachelor's Degree - Construction Management, Architecture, Engineering or technical equivalent</li> <li>10+ years of industry experience</li> <li>Combination with education and experience</li> </ul>
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.
- 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.