



**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 10/20/2022	Employee Requisition Number ER-23021	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>SENIOR PROJECT MANAGER</b>			
Pay Grade SG16	Salary Range	Classification	
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:	Supervises construction projects and staff. usually working in all capacities, by transferring from one task to another where demands require worker with varied experience and ability to work without close supervision.
Principal Duties and Responsibilities:	Inspect construction sites to monitor progress and ensure conformance to all plans and specification and construction and safety standards; Investigates structures and equipment to determine feasibility and options; Directs construction and maintenance activities at project sites, including construction personnel (i.e. operators, labors, and sites foreman) and subcontractors personnel assigned to projects; Manages contractual commitments for contractors including cost, quality, schedule, and field activities; Directly supervises 7-10 employees in Tribal Construction Department. Carries out supervisory responsibilities in accordance with the organization's policies and laws. Responsibilities include assisting in interviewing ,hiring, and training employees; appraising performance; rewarding and disciplining employees ; addressing complaints and resolving problems. maintains quality of work in accordance with the standards specified in design documents; maintains effective communications and coordination between the company and the design engineer to ensure timeliness and accuracy. Other duties may be assigned.
Minimum Requirements:	High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	Valid Drivers License, must be able to pass background check, must be computer literate, must have good writing skills.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**



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- 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

### 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:



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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.