



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 12/02/2022	Employee Requisition Number ER-23054	JOB OPPORTUNITY	
Title/Position: WOOD PROCESSOR/GROUNDMAN II			
Pay Grade HG 10	Salary Range \$31,865-41,579	Classification Hourly	
Department: REALTY SERVICES	Location: Okmulgee	Location Code: 202	FT/PT 1-Full Time

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

General Summary:	Under the direction of the Realty Officer the Wood Processor/Groundman must have a good working knowledge in operating small equipment, such as chainsaws, etc., to perform supportive services for the Forestry Management/Fencing Program. Wood Processor/Groundman will perform wood processing activities and fence clearing activities as requested within the geographical jurisdiction of the Muscogee (Creek) Nation concerning restricted and/or trust lands. Experience in operation of computers. The ability to express ideas effectively in writing Ability to make effective decisions. Overall ability to work in a team environment.
Principal Duties and Responsibilities:	<p>Under the general supervision of the Conservation Specialist the Wood Processor/Groundman is responsible for assisting the Conservation Specialist in daily operations on the job site and office.</p> <p>Shall pay attention to detail, follow instructions and adhere to alt safety and security procedures/measures including wearing personal protective equipment while operating all equipment.</p> <p>Shall perform regular maintenance on all equipment, tools and vehicles daily</p> <p>Shall cut, split and haul wood to sites as instructed</p> <p>Assist clients in the office with locating their land and providing maps and aerials to said clients.</p> <p>Shall assist in building fence, installation of t-posts, gates ect. for fencing projects.</p> <p>Shall maintain a daily work log with accurate records and reports relating to the assigned work.</p>
Minimum Requirements:	Two (2) year's training or experience directly related to the line of work of the position which has equipped the applicant with the particular



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	knowledge, skills and abilities to successfully perform the duties of the position. Must be able to interact with the public with high degree of professionalism. Basic knowledge of operating small equipment.
Preferred Requirements:	High school diploma or GED with an Associate's Degree
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.
- 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:



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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.