



**SAFETY SENSITIVE POSITION
SEE EXPLANATION BELOW**

**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

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|---|---|-----------------------------|-------------------------|
| Submitted Date 12/07/2022 | Employee Requisition Number ER-23076 | JOB OPPORTUNITY | |
| Title/Position: MAINTENANCE TECHNICIAN II | | | |
| Pay Grade SG 8 | Salary Range \$25,168-32,822 | Classification Full Time | |
| Department: HOUSING OKMULGEE CRUTCHMER | Location: Okmulgee | Location Code: 817 | FT/PT 1-Full Time |

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

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|---|--|
| General Summary: | Under the supervision of the Site Manager, the Maintenance Tech II is responsible for the maintenance & upkeep of the units and the grounds at the rental property. |
| Principal Duties and Responsibilities: | <p>Shall provide overall maintenance of the rental property.</p> <p>General lawn care such as mowing with a tractor, push mower, trimmer, hedger & edger.</p> <p>Maintain the parking area and sidewalk areas by picking up trash.</p> <p>Perform minor repairs and general cleaning of the buildings and grounds.</p> <p>Move and install appliances.</p> <p>Actively participate in workshops or meetings to continue to enhance and increase knowledge in the maintenance field.</p> <p>Remove & haul debris from units when necessary.</p> <p>Maintain strict confidentiality in accordance with program policies and HUD regulations.</p> <p>Shall exercise good public relations with tenants, citizens, visitors and other employees.</p> <p>Perform minor repairs of electric, plumbing & carpentry</p> <p>Receives written work orders and carries them out to completion.</p> <p>Assist Site Manager with unit inspections</p> <p>Communicate with and pick up supplies or tools from vendors</p> <p>Perform routine preventative maintenance on units & equipment</p> <p>Perform additional duties and responsibilities that could be expected in this position, as required by the Supervisor.</p> |
| Minimum Requirements: | High School diploma and 2 years maintenance experience. |
| Preferred Requirements: | High School diploma with experience using lawn care equipment & power tools and 2 years' general knowledge of building maintenance. Must be in good physical condition. |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses required: | |



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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:

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.



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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.