



SAFETY SENSITIVE POSITION

**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 12/28/2022 | Employee Requisition Number ER-23131 | JOB OPPORTUNITY | |
| Title/Position: MAINTENANCE WORKER | | | |
| Pay Grade SG 9 | Salary Range \$28,308-36,940 | Classification Full Time | |
| Department: EUFAULA DORMS | Location: Eufaula | Location Code: 102 | FT/PT 1-Full Time |

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

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| General Summary: | The maintenance worker performs daily maintenance and repair in dormitory and surrounding grounds. |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> 1. Performs a wide variety of carpentry duties involving construction, alteration, repair or modification of wood, wood products, and/or wood substitute items and structure such as framework, doors, windows, finished walls, rough furniture, interior or exterior trim, floors, walls, shelves, ready-made cabinetry staircases, trusses, beams, and similar items. The work at this level demands close attention to assure that accuracy, spacing, and fit conform to present specifications, and where structural soundness and/or appearance are important. The incumbent plans, conducts, and completes entire projects from initial layout to final assembly or installation. 2. Performs complete plumbing installation, modifications, preventive maintenance, and repairs on new and existing utility, supply, and disposal systems such as sewage, water, oil and gas distribution systems; water closets, tubs, fire alarm systems, and showers. Sets tubs, toilets, lavatories, etc. and cuts, threads, and fits piping as needed, working with plans, blueprints, and sketches. 3. Install and repairs domestic heating systems and services and repairs heating systems, such as low pressure steam, gas heating boilers, furnaces, hot water heaters, and related equipment. 4. Performs preventive maintenance on plumbing, and elements of heating and cooling systems. Make adjustments, services and oils systems and related equipment, changes filters, replaces gaskets, sets, adjust and test controls and equipment. 5. Performs a variety of painting and coating materials application duties including preparing surfaces to be coated by methods such as sanding, wire brushing, and cleaning with a wide variety of materials, removes tapes, covers, or otherwise masks and the like; supplies materials (paints, varnishes, shellac, synthetics) with brush rollers, spray guns and other techniques assuring that the coating meets requirements. 6. Cleans tools, maintains equipment (tractors, ground equipment, shop equipment, etc.) maintains or solvents; applies preservatives to prevent |



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| | |
|---|---|
| | deterioration of tools and equipment from rust corrosion or other conditions; oversees and/or personally cleans areas worked and restore to good order. |
| Minimum Requirements: | Knowledge of safety procedures and practices applicable to each of the trades involved in the work. Knowledge of applicable building codes. Ability to read instructions and follow directions. Must be in good physical condition - lift items weighing up to 50 pounds. |
| Preferred Requirements: | Experience in practices and precedents in maintenance and repair. Knowledge of bureau policies and regulation/standard technical literature and texts. |
| 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:



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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:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked THIS IS A SAFETY SENSITIVE POSITION **(No failed drug test is tolerated)**.

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
- None of these apply.

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.



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Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.