



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

Submitted Date 01/12/2023	Employee Requisition Number ER-23153	JOB OPPORTUNITY	
Title/Position: LANDSCAPE HELPER			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: REINTEGRATION PROGRAM	Location: Henryetta	Location Code: 106	FT/PT 1-Full Time

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

General Summary:	Under the direction of the Reintegration Maintenance Supervisor, the Landscape Specialist will manage the daily activities of work engaged in pruning trees and shrubs, cultivating lawns, and applying pesticides and other chemicals according to service contract specifications. Shall develop and implement policies and procedures for the unit. Shall rely on experience and judgement to plan and accomplish goals. This position may require a uniform.
Principal Duties and Responsibilities:	<p>Responsible for installation of all new plants and upkeep on all flower beds, shrubs, trees etc. to include trimming and picking flowers, cleaning flower beds and replanting.</p> <ul style="list-style-type: none"> • Must be able to design flower beds. • Sows grass seed, using spreader, or plants trees, shrubs, or flowers, according to instructions planned design of landscaped area, using hand tools. • Cares for trees, shrubs and flowers by watering, pruning, trimming, fertilizing mulching, caring for beds and controlling weeds. • Prune and trim trees, shrubs, and hedges, using shears, pruners, or chain saws. • Plan and cultivate lawns and gardens. • Decorate gardens with stones or plants / Decorate indoor or outdoor spaces. • Watering ground and develop cost efficient irrigation scheduling. • Must be able to coordinate placement of trees and shrubs throughout entire complex and any other areas. • Maintain irrigation systems, including winterizing the systems and starting them up in spring. • Troubleshoot unidentified electrical system programs. • Program electrical irrigation controllers. • Perform regular mowing and weed eating of areas, edging when required. • Perform various landscape construction projects including retaining walls for terraces, installation of water bars and trenching. • Sets-up and operates hand and poser spray equipment to spray,



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	dust, and/or spread various chemicals and other designated materials including pesticides, herbicides, grass killer, hormones, fertilizers, seeds, and specified soil amendments. <ul style="list-style-type: none"> • Repairs and paints benches, tables, and assists in repair of, walks, buildings, and mechanical equipment, using hand tools. • Provide proper upkeep of sidewalks, driveways, parking lots or other grounds features. • Power washing of parking lot. • Gather and remove litter. • Help keep vehicle, equipment's and tools in safe operating condition. • Must perform any and all other duties as assigned
Minimum Requirements:	High School GED with at least 2 years' experience in landscaping, building flower beds and planting. Helpful to have horticulture certification.
Preferred Requirements:	– Associates Degree with 5 years' experience in a landscaping setting.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	none

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:



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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

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.



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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.

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.