

**SAFETY SENSITIVE POSITION**

**Muscogee (Creek) Nation  
Human Resource Management Services**

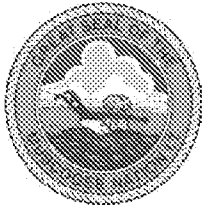
Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 03/08/2023	Employee Requisition Number <b>ER-23276</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ENVIRONMENTAL SPECIALIST</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: ENVIRONMENTAL SERVICES	Location: Okmulgee	Location Code: 222	FT/PT 1-Full Time

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

General Summary:	Under the Supervision of the Muscogee (Creek) Nation Environmental Director and the Environmental Specialist II. Will conduct Air Monitoring within the Muscogee Nation Reservation Boundaries. Emissions Inventory thru out 11 Counties. Knowledge of Clean Air Act and the Comprehensive Federal Law that regulates all sources of emissions.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Must be able to read and locate legal descriptions and plats sites using tribal, state, county, city, topo and flood maps. Must be able to locate physical sites and give accurate directions to sites.</li> <li>2. Must have knowledge of the National Ambient Air Quality Standards (NAAQS) to protect public health and the environment.</li> <li>3. Must to able to calibrate and run Air Monitoring equipment for the following, Particulate Matter (PM 2.5 and PM 10), Ozone, Carbon Monoxide (CO), Sulfur Dioxide (SO<sub>2</sub>), Nitrogen Dioxide (NO<sub>2</sub>) and Lead.</li> <li>4. Must have knowledge of the Air Quality Index (AQI) and the effects on the population and the adverse health effects.</li> <li>5. Must have knowledge of the Indoor Air Quality Evaluations.</li> <li>6. Perform Air Quality Inspections on Tribal Buildings and Tribally owned homes when needed.</li> <li>7. Perform other duties as required. Other duties may include assignments in job classifications other than their own.</li> </ol>
Minimum Requirements:	Associates Degree from a two-year college or university and a minimum of three years related to work in Air Monitoring field and/or training; or an equivalent combination of education and experience.
Preferred Requirements:	Bachelor's Degree in Environmental Science and 1 to 3 years experience working with Air Monitoring Programs in Tribal, EPA, ODEQ or other Federal Government agencies.
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.

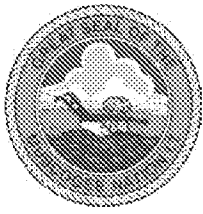
While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles       Outside weather conditions       Toxic or caustic chemicals
- Risk of electrical shock       Vibration       Loud Noise

#### 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



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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.

#### **Medical Marijuana License Holder Protection and Non-Discrimination**

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose 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.