

SAFETY SENSITIVE POSITION

Muscogee (Creek) Nation

Human Resource Management Services

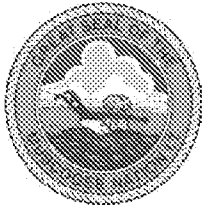
Employee Requisition

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

Submitted Date 03/10/2023	Employee Requisition Number ER-23279	JOB OPPORTUNITY	
Title/Position: INSPECTOR/UTILITY COORDINATOR			
Pay Grade SG 16	Salary Range \$64,854-84,593	Classification Full Time	
Department: FEDERAL ROADS	Location: Okmulgee	Location Code: 205	FT/PT 1-Full Time

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

General Summary:	Under the administrative direction of the Federal Roads Manager, the Inspector/Utility Coordinator will inspect and monitor construction sites to ensure adherence to safety standards, building codes, or specifications. Track projects through the utility process, follow up with utility companies as required to maintain project timelines. Must possess an advanced understanding of Road Construction and utilities.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Perform field testing of soils, concrete and asphalt to determine compliance with project specifications. 2. Interact with construction site personnel, engineers and state and federal representatives while presenting yourself as a professional representative of the company. 3. Reading and interpreting project drawings and specifications. 4. Review plans/specifications to identify potential issues. 5. Document inspections and report any issues. 6. Determine the quality of materials being used. 7. Collect information and fill out daily report. 8. Ensure that Utility Coordination and design is conducted in accordance with the County's standards, policies, procedures, and design criteria. 9. Evaluate and coordinate the relocation of public and private utility facilities that interfere with project. 10. Schedule utility meetings, keep and distribute the minutes of all utility meetings, and ensure expedient follow-up on all unresolved issues. 11. Identify and coordinate the completion of any County or utility owner agreement that is required for reimbursement, or accommodation of the utility facilities associated with the project.



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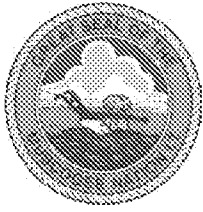
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	12. Introduce strategies to mitigate utility delays impacting schedules by identifying the risk of utility conflicts early on. 13. Understand and interpret laws and administrative rules regulating utility facilities on public right of way. 14. Attend trainings, meetings, or seminars pertaining to transportation 15. Other duties as assigned
Minimum Requirements:	Minimum of 7-10 years Field experience working on commercial construction projects performing some or all of the following inspections or testing: earthwork inspections and field testing, concrete sampling and field testing, pavement testing, bearing grade inspections for foundations, structural steel inspections, concrete masonry unit inspections and grout testing; <ul style="list-style-type: none"> • Minimum of high school education; • Ability to interpret project plans and specifications; • Strong computer skills including using Microsoft Office and Adobe Acrobat; • Ability to write accurate and concise field reports. • Strong Organizational skills • Knowledge of Muscogee (Creek) Nation jurisdiction
Preferred Requirements:	Construction Degree with 10 plus year experience
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.



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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

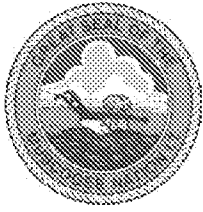
Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

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 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.



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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 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.