SAFETY SENSITIVE POSITION
Muscogee (Creek) Nation
Human Resource Management Services
Employee Requisition

Submitted Date: 11/01/2023
Employee Requisition Number: ER-24085

Title/Position: RANCH HERDSMAN

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Salary Range</th>
<th>Classification</th>
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<tbody>
<tr>
<td>SG 12</td>
<td>$40,372-52,728</td>
<td>Full Time</td>
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<tr>
<th>Department:</th>
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<tbody>
<tr>
<td>NATURAL RESOURCES</td>
<td>Okmulgee</td>
<td>215</td>
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<tr>
<th>FT/PT</th>
<th>1-Full Time</th>
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COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary: This position is responsible for the overall herd health, nutrition, reproduction and soil health of the Looped Square Ranch.

Principal Duties and Responsibilities:
1. Responsible for the daily care, feeding, haying, watering and health monitoring of all ranch livestock including multiple classes of cattle.
2. With veterinarian oversight where appropriate and under the guidance of the Director, work to monitor, maintain and improve herd health and performance for all livestock on the ranch.
3. Identify sick animals and administer aid or notify a veterinarian.
4. Use low-stress stockmanship skills to ensure livestock are handled in a safe, effective and stress-free manner.
5. Conduct forage, soil and other tests to monitor soil and pasture health.
6. Coordinate with our veterinarian and DANR staff to schedule and implement vaccinations, breeding soundness exams, pregnancy checks, artificial insemination and other annual herd health work.
7. Haul cattle when appropriate to Looped Square Meat Co., livestock auctions, customers and the veterinarian.
8. Work with Director and other DANR staff to design and implement drought, flood, fire and other emergency plans.
9. Coordinate with NRCS, FSA, MCN Environmental Services, MCN Cultural Preservation, and other agencies where appropriate.
10. Operate a variety of machinery including but not limited to: tractors, hay mowers, lawnmowers, balers, brush hogs, rakes, skid steers, feed trucks, UTVs, ATVs, mixer/grinder, auger, oxy/acetylene torch and welder.
11. Coordinate with MCN Wildlife Program to ensure cohabitation of wildlife species on DANR managed properties.
12. Assist with hay production.
13. Assist with spraying, brush hogging and other range management.
14. Assist with building new barbed wire and electric fence, and repairing damaged fences.
15. Work to implement and maintain regenerative and progressive grazing principles.
16. Perform other routine and seasonal maintenance as necessary.
**Customer Service:** Responds promptly to customer needs; Responds promptly to voicemails and emails.

**Professionalism/Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.

**Time Management:** Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

**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.

**Analytical Skills:** Collects and researches data; Uses intuition and experience to complement data.

**Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone’s efforts to succeed.

**Leadership:** Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions. Works within the approved budget; Conserves organizational resources.

**Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.

**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, including cyber security.

**Attendance/Punctuality:** Regular and on time attendance. Arrives at meetings and appointments on time.
 Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions.

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 of 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.

**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.