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

Submitted Date: 12/07/2023
Employee Requisition Number: ER-24137

JOB OPPORTUNITY

Title/Position: ENVIRONMENTAL SPECIALIST

Pay Grade: SG 12
Salary Range: $40,372-52,728
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 Sec. of Interior, the Environmental Director, and the Environmental Specialist II. The Environmental Specialist will provide technical and administrative support to the Director and the ES II in the planning and development of the department’s newly created Tribal Orphaned Well Program.

Principal Duties and Responsibilities:
1. Must be able to read & locate legal descriptions and plat sites using tribal, state, county, city, topo and flood maps.
2. Inspection of sites for Environmental issues including flood plains, railroads, noise levels, soils, water pollution, and oil well activities.
3. Prepare and submit reports on all sites inspected.
4. Perform routine daily inspections and maintenance on assigned vehicles.
5. Perform other duties as required, other duties may include assignments not in job classification.
6. Be able to take water samples in creeks, rivers, and other bodies of water.
7. Be able to locate Orphaned Oil Wells within the Muscogee (Creek) Nation Reservation Boundaries and create an Inventory of the Orphaned Oil Wells.
8. Be able to utilize technology in the collection of data to detect, assess, monitor, and inventory well sites meeting the predetermined criteria.
9. Be able to operate a drone.

Minimum Requirements:
Associates Degree from a two-year college or university and a minimum of 5 years related work experience and/or training or an equivalent combination of education and experience.

Preferred Requirements:
Bachelor’s Degree in Environmental Science and 1 to 3 years of work with the USEPA, ODEQ, or other related governmental/tribal agency. Experience in the oil & gas industry preferred though not required.

Valid Oklahoma Driver’s License required? Yes

Please list any additional licenses required: Must be able to acquire the FAA Remote Pilot Certification within the first year.
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.

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, 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 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.

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.