

**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 1/23/2024 4:49 PM	Employee Requisition Number <b>ER-24182</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ENVIRONMENTAL SPECIALIST II</b>			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: ENVIRONMENTAL SERVICES	Location: Okmulgee	Location Code: 222	FT/PT Full Time

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

General Summary:	General Summary: Under the Supervision of the Muscogee (Creek) Nation Sec. of Interior Affairs, and the Office of Environmental Services Director - The Environmental Specialist II (ESII), will provide technical support and share responsibility with the Environmental Director for the planning, development, and implementation of the Nation's environmental activities and programs required by EPA (GAP), HUD (NAHASDA), DOI (BIA,BOR,FWS,BLM), and FEMA environmental regulations along with the NEPA and other federal laws and regulations.
Principal Duties and Responsibilities:	1. Regulatory Compliance: Ensure compliance with Tribal, Federal, and State regulations related to Tribal water quality. Stay informed about changes in environmental laws and regulations that may affect Tribal water quality standards. 2. Water Quality Monitoring: Conduct regular assessments of water quality in tribal water bodies, including rivers, lakes, and groundwater. This may involve collecting samples, analyzing data, and monitoring for pollutants. 3. Data Analysis: Analyze water quality data to identify trends, potential issues, and areas for improvement. Use scientific methods to interpret data and provide recommendations for addressing Tribal water quality concerns. 4. Be able to operate water analytical equipment and conduct laboratory analysis of collected water samples. 5. Collaboration: Work closely with Tribal leaders, government agencies, environmental organizations, and other stakeholders to address Tribal water quality issues collaboratively. This may involve participating in meetings, workshops, and collaborative projects. 6. Public Outreach and Education: Develop outreach & education programs to raise awareness of water quality issues impacting the Reservation. 7. Grant Writing and Funding: Identify and pursue grant opportunities to fund additional Tribal water quality projects. Prepare grant proposals, secure funding, and manage budgets for water quality initiatives. 8. Policy Development: Assist in the development of Tribal water quality policies and guidelines. Provide expertise and recommendations to Tribal leadership on matters related to Tribal water quality management. 9. Training and Capacity Building: Provide training to Tribal staff and Tribal community



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	<p>members on water quality monitoring techniques, regulations, and best practices. Build local capacity for sustainable water quality management. 10.</p> <p>Environmental Impact Assessments: Contribute to environmental impact assessments for proposed projects that may impact Tribal water quality. Provide expert input to ensure that development projects adhere to environmental standards. 11. It is important to note that the specific responsibilities may vary based on the Muscogee (Creek) Nation, Office of Environmental Services priorities, and environmental challenges. Additionally, being sensitive to and incorporating Traditional Ecological Knowledge and cultural values into Tribal water quality management shall be crucial in the context of the Muscogee (Creek) Nation Reservation.</p>
Minimum Requirements:	Bachelor's Degree from a four-year college in an Environmental Related field and 3 to 5 years related experience and/or training or equivalent combination of Education and experience.
Preferred Requirements:	Master's Degree and 3 to 5 years work experience with the EPA, ODEQ, DOI or other related Federal Government or Tribal Agency. Advanced Professional Certifications (CFM, CHMM, REM, etc.) are desirable.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

<b>Customer Service:</b>	Responds promptly to customer needs; Responds promptly to voicemails and emails.
<b>Professionalism/ Interpersonal Skills:</b>	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.
<b>Time Management:</b>	Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Analytical Skills:</b>	Collects and researches data; Uses intuition and experience to complement data.
<b>Teamwork:</b>	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.
<b>Leadership:</b>	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.
<b>Ethics:</b>	Works within the approved budget; Conserves organizational resources. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Adheres to policies and procedures. Follows policies and procedures; Supports organization's goals and values.



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<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures, including cyber security.
<b>Attendance/Punctuality:</b>	Regular and on time attendance. Arrives at meetings and appointments on time.
<b>Dependability:</b>	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

#### 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:

<input checked="" type="checkbox"/> Fumes or airborne particles	<input checked="" type="checkbox"/> Outside weather conditions	<input type="checkbox"/> Toxic or caustic chemicals
<input type="checkbox"/> Risk of electrical shock	<input type="checkbox"/> Vibration	<input type="checkbox"/> 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
- ☐ 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 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.