



**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 3/18/2024 2:11 PM	Employee Requisition Number <b>ER-24289</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>INSPECTOR</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: DEVELOPMENT MANAGER	Location: Okmulgee	Location Code: 802	FT/PT Full Time

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

General Summary:	Under the supervision of the Development Director, the Inspector shall inspect existing and/or new constructed single-family and multi-family dwellings. Will create scopes of work and cost estimates for the work to be done whether rehab or new construction of residential properties.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Perform inspections of homes being constructed per approved specifications. Assess the quality of workmanship by the contractor and adherence to the completion schedule. Prepare and submit inspection reports to management daily, or as required for the effectiveness of the contract.</li> <li>2. Visually inspect work on the construction projects. Inspections to include, but are not limited to, pouring of foundations, framing, masonry work, electric, plumbing, flooring and drywall installations. Inspections are documented in writing and with pictures. Make recommendations to management if additional work or revisions are needed. If approved, initiate a change order.</li> <li>3. Must be able to read and understand plat of surveys, plot plans, blue prints and material specifications for new construction projects. Will work with the City, County and/or State Inspector's, Department of Environmental Quality (DEQ), Engineers, Architects, etc.</li> <li>4. Document construction deficiencies such as poor quality of work, non-conformance to specifications, poor safety practices and lack of clean up of the work site. Prepare documentation and reports on a daily basis.</li> <li>5. Schedule inspections in the most efficient manner possible to keep the progress going at all assigned locations. Will perform Department of Labor Wage Interviews on-site and submit to Management.</li> <li>6. May perform year-end inspections to determine if there are any warranty problems. If any deficiencies are found, document and report to management. Once completed, re-inspect and document to release any retainage being held or bonding requirements.</li> <li>7. Perform initial inspections of existing homes to potentially purchase. Will give detailed list and cost estimate of possible repairs or replacements needed if recommending to purchase the home or recommending not to purchase. Inspections will include but not be limited to checking the plumbing (hot water</li> </ol>



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	<p>tank, furnace, drains, etc), electricity (panel box, breakers, outlets, switches, and fixtures, etc) roof, attic, windows, doors, paint, carpet/tile, and appliances. 8. Will prepare detailed scopes of work and cost estimate of repairs and/or replacements of home(s) purchased using an excel spreadsheet. 9. Perform inspections of repairs and/or replacements from start to finish of home(s) purchased and provide daily and/or weekly status reports along with a final inspection at completion. 10. Perform other duties as assigned.</p>
Minimum Requirements:	Associate Degree, 1 to 3 years related experience in residential inspections and construction; or equivalent combination of education and experience. Possess Microsoft Office computer skills for Outlook, Word and Excel use. Smart phone knowledge for taking and forwarding pics, maps and emailing
Preferred Requirements:	Associates Degree with 3 to 4 years experience in residential construction and/or inspections.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Ability to gain ICC Residential B1 Residential Building Inspector Certification within 6 months of employment, course will be paid for by MCNDH

- 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:** 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. 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.



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**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

**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
- 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 Muscoogie 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,



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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.