



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

SAFETY SENSITIVE POSITION

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

Submitted Date 5/10/2024 2:44 PM	Employee Requisition Number ER-24348	JOB OPPORTUNITY	
Title/Position: VEHICLE SERVICE TECH			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: FLEET MANAGEMENT	Location: Okmulgee	Location Code: 52A	FT/PT Full Time

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

General Summary:	The Vehicle Service Technician I, under the supervision of the Fleet Maintenance Supervisor, shall perform the duties necessary to ensure the general maintenance and repair of all Tribal Vehicles.
Principal Duties and Responsibilities:	<p>Duties/Responsibilities:</p> <ul style="list-style-type: none"> • Perform routine service inspections, maintain and repair vehicles, test and lubricate engines and other major components. • Execute basic care maintenance, such as oil changes and tire rotations. • Simple mechanical repairs. • Able to use computerized shop equipment and work with electronic components while maintaining their skills with traditional hand tools. • Must have knowledge of how vehicles' complex components work and interact. • Locate, diagnose and isolate the components or systems that might be the cause of the problem. • Use a variety of testing equipment to accurately and efficiently diagnose and repair vehicles on increasingly sophisticated automobiles. • Repair or replace worn parts before they cause breakdowns or damage the vehicles. • Critically examine belts, hoses, plugs, brakes fuel systems and other potentially troublesome items. • Operate a variety of tools including; power tools, machine tools (ex. Lathes, grinding machines to rebuild brakes), jacks and hoists to lift cars and engines. In addition to common hand tools, such as screwdrivers, pliers and wrenches. • Must adhere to all applicable safety rules and regulations. • Assess body damage on vehicles. • Operate tire changer and wheel balancer. • Must maintain a clean designated work area and shop, daily. • Perform any vehicle details when scheduled; vacuuming, wiping down and washing vehicles.



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	<ul style="list-style-type: none"> Performs other duties as assigned.
Minimum Requirements:	<p>Education: High School Diploma or GED</p> <p>Experience: 2 years of light automotive mechanic experience using power tools and general knowledge of car maintenance.</p>
Preferred Requirements:	<p>Education: Associate's Degree or certification in related field.</p> <p>Experience: Five years of light automotive mechanic experience using power tools and general knowledge of car maintenance.</p> <p>Special skills: Experience working in a diverse multi-cultural organization.</p> <p>Knowledge of the Muscogee (Creek) Nation.</p> <p>Certifications and licenses: ASE certified</p> <p>Preference: Muscogee and Indian preference.</p>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

- 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.



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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

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:



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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.