



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 6/19/2024 8:34 AM	Employee Requisition Number ER-24403	JOB OPPORTUNITY	
Title/Position: ELECTRICAL MECHANICAL INSPECTOR			
Pay Grade HG 15	Salary Range \$57,616-75,171	Classification Hourly	
Department: TRIBAL CONSTRUCTION	Location: Okmulgee	Location Code: 207	FT/PT Full Time

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

General Summary:	<ul style="list-style-type: none"> • Inspects new wiring, electrical and mechanical installation in residence, business, public and other buildings to ensure conformance with established safety regulations and ordinances and for proper standards of materials and workmanship. <ul style="list-style-type: none"> • Interprets municipal and national codes. • Confers with workmen and contractors pertaining to various problems encountered. • Issues final inspection to appropriate companies for authorization of electrical service. <ul style="list-style-type: none"> • Acts as a non-voting member and secretary of the Muskogee Electrical Hearing and Appeals Board. • Reports and takes appropriate legal action, as necessary, on any violations concerning electrical and mechanical in City ordinances. • Issues City electrical and mechanical contractor, journeyman, and apprentice registrations when required. • Inspects job sites to check for proper registrations, licensing and permits and ensures work is in accordance with plans and codes. • Reviews and approves new construction plans and blueprints to assure compliance with municipal codes and ordinances. • Settles code disputes between contractors and property owners. • Issues final inspections to utility companies for electric and gas services. • Researches, studies and answers information regarding all City, National, and International electrical codes and ordinances. • Serves in other inspection capacities on an as-needed basis. • Performs other work as necessary and or as assigned. • Must report to work on a regular and timely basis. <p>The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position</p>
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Principal Duties and Responsibilities:	: Good knowledge of the methods and practices used in installing, repairing and maintaining a variety of electrical and mechanical installations, equipment and appliances; good knowledge of possible defects and faults in electrical and mechanical systems and appliances and of effective corrective electrical and mechanical installations and appliances. Knowledge of municipal and state electrical and mechanical codes or an equivalent combination of training and experience required. Ability to diagnose defects and hazards in old and new installations; ability to enforce regulations with firmness, tact and impartiality; ability to establish and maintain effective relationships with contractors, property owners and the public at large. Ability to read and interpret new construction plans for approval. Ability to read and interpret all municipal electrical and mechanical codes.
Minimum Requirements:	Graduation from high school or an equivalency certificate and have not less than five (5) years' practical experience or equivalent training and shall hold a certificate issued by the examining board of the State of Oklahoma as a Journeyman Electrician, Electrical Contractor or Electrical Inspector.
Preferred Requirements:	State Electrical Inspector Lic.
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.
Works within the approved budget; Conserves organizational resources.



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- 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

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.



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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.