



**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 11/19/2024 12:20 PM	Employee Requisition Number <b>ER-25056</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>PLUMBING/MECHANICAL INSPECTOR</b>			
Pay Grade SG 15	Salary Range \$57,616-75,171	Classification Full Time	
Department: TRIBAL CONSTRUCTION	Location: Okmulgee	Location Code: 207	FT/PT Full Time

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

General Summary:	<p>Good knowledge of the methods and practices used in installing, repairing and maintaining a variety of plumbing, gas and mechanical installations, equipment and appliances; good knowledge of possible defects and faults in plumbing, gas and mechanical systems and appliances and of effective corrective plumbing, gas and mechanical installations and appliances. Knowledge of municipal and state plumbing, mechanical and gas 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 plumbing, gas and mechanical codes.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Inspects the installation of drain pipes, soil pipes, waste or vent pipes, water pipes, gas pipes, sewer connections and water taps in the Muscogee Nation; and if the plumbing is connected to either the water system or the sewer system of the Nation, inspects the same outside City limits.             <ul style="list-style-type: none"> <li>• Inspects the installation, repair or addition to any sanitary sewer, septic tank or sewage disposal system, water system, gas system, mechanical system, fixtures or appliances in new or existing system and investigates complaints concerning the working order of the above.</li> <li>• Inspects excavations and required backfilling and may require additional backfilling for a period of one (1) year.</li> <li>• Acts as a non-voting member and secretary of the Muscogee Nation Plumbing Hearing and Appeals Board.</li> <li>• Issues or refuses the issuance of street cut permits, plumbing and mechanical permits and Front Footage Fee Applications.</li> <li>• Reports and takes appropriate legal action, as necessary, on any violations concerning plumbing and mechanical in Nation ordinances.</li> <li>• Issues Nation Plumbing and Mechanical Registrations when required.</li> <li>• Inspects job sites to check for proper registrations and permits and that</li> </ul> </li> </ul>



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	<p>work is in accordance with plans and codes.</p> <ul style="list-style-type: none"> <li>• Reviews and approves new construction plans and blueprints to assure compliance with Nation codes and ordinances.</li> <li>• Serves in other inspection capacities on an as-needed basis.</li> <li>• Performs other work as necessary and or as assigned.</li> <li>• Must report to work on a regular and timely basis.</li> </ul> <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>
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 plumber or plumbing contractor
Preferred Requirements:	Certification International Plumbing code
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.



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- Organizational Support:**
- Quality:**
- Quantity:**
- Safety and Security:**
- Attendance/Punctuality:**
- Dependability:**

Adheres to policies and procedures.  
 Follows policies and procedures; Supports organization’s goals and values.  
 Demonstrates accuracy and thoroughness.  
 Completes work in timely manner.  
 Observes safety and security procedures, including cyber security.  
 Regular and on time attendance. Arrives at meetings and appointments on time.  
 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).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals
- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions, e.g., money, checks, or property disbursements.





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- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.
- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.
- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an employee or another person.
- 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.