



**Human Resources**  
**P.O. Box 400**  
**Okmulgee, OK 74447**

**POSITION:** General Services Supervisor-MCNPRC  
**VACANCY ANNOUNCEMENT:** CN-16-118

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of the position is to provide supervision and direction of all maintenance activities at the assigned facility(s). Incumbent is responsible for providing maintenance and related services to the assigned facility in areas such as Electrical, Plumbing, Building/Grounds maintenance, Health care equipment, Environmental Services, etc. and other related duties.

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**REQUIREMENTS:** Candidates must meet the following requirements:

Completion of a program/training in construction technology, electrical or HVAC maintenance or related field from an accredited technical or engineering school is strongly preferred. High School Diploma or GED equivalent is required. Five (5) years relevant experience in the management of healthcare facilities management is required. Professional licenses or certifications relevant to this position are not required but will benefit an applicant.

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**EVALUATION METHODS:** Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Knowledge of HVAC, Electrical, Plumbing and Building Maintenance.
2. Knowledge of trade practices in the areas of HVAC, Electrical, Plumbing and Building Maintenance.
3. Knowledge and skill in the maintenance of equipment generally used in health care facilities.
4. Ability to communicate effectively to all relevant department, agencies and individuals in order to properly conduct day-to-day business.
5. Ability to prioritize tasks and responsibilities in an efficient and effective manner.
6. Knowledge of codes and regulations relevant to health care facilities.
7. Ability to utilize instructions, specifications and blueprints to complete assignments.
8. Ability to use pertinent tools, equipment and measuring instruments to perform repair and maintenance activities. Must be able to lift in excess of 50lbs.
9. Proficient in the use of computer, and knowledge in Microsoft Office and Computerized Maintenance Management Systems.
10. Ability to communicate courteously and effectively with Muscogee (Creek) Nation Department of Health (MCNDH) Staff, Tribal and Non-Tribal contractors, governmental agencies, vendors as well as the public, both orally and in writing.

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**APPLICATION PROCEDURES:** Apply online at [Department of Health Application](#). (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator

Date