

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department

909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



OR MAIL TO:

Human Resource
Department

P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

OPEN TO ALL ONEIDA ENROLLED MEMBERS ONLY

POSITION TITLE: Agricultural Worker I (Emergency Temp 30-40 hours)
POSITION NUMBER: 01207
DEPARTMENT: Tsyunhehkwa
LOCATION: 139 Riverdale Dr Oneida WI
DIVISION: Internal Services
RESPONSIBLE TO: Director
SALARY: NE06 \$10.02/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: February 5, 2016
CLOSING DATE: Until Filled
Transfer Deadline: February 12, 2016
Proposed Start Date: **As Soon As Possible**

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Director, is responsible for preparing fields, planting, cultivating and harvesting grain for stock and animal consumption, mixing feed and additives, watering and cleaning stalls and sheds. Incumbent will coordinate the Animal Husbandry Projects. Position will be expected to work long hours with a seven day workweek including holidays and weekends as the workload dictates. This is an agriculturally exempt position. This is a seasonal position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Prepare fields i.e. plants, cultivates, harvests and stores grain for animal feed.
2. Utilize field rotation, covers cropping and sustainable/organic agricultural-system methods for soil fertility.
3. Attach farm implements (disc harrow, weed cutter, etc.) to a tractor to cultivate and till soil and tow-attached implement back and forth across the field or between crop rows to till soil.
4. Load truck and transport farm supplies and tools, such as fertilizer, pesticides, trellis poles and wires, hoes and shovels and harvested crops to specified locations. Drives and operates a self-propelled harvest machine to harvest crops.
5. Coordinate the Animal Husbandry Projects to include planting, cultivating and harvesting feed grain for stock, mixing feed and additives, watering, cleaning stalls and sheds, planting, cultivating and harvesting feed grain for animal consumption.
6. Examine the animals to detect diseases and injuries and consults with a Veterinarian to determine type of medication or treatment to use.
7. Maintain and repairs waterlines and fencing in order to ensure animals are contained within specified area.
8. Assist in all phases of white corn production and harvesting as needed/requested.
9. Ensure Organic Certification compliance by maintaining records of the following: animals including- birth, medical, dehorn, castration dates, harvesting and delivery, and sale/ownership and field crops including- rotations, soil nutrient amendments, planting/harvesting dates.
10. Work in other areas of Tsyunhehkwa when available.

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DUTIES AND RESPONSIBILITIES: (Cont.)

11. Perform routine maintenance and/or minor mechanical adjustments and repairs on farm machinery to include adding oil, gasoline and water to appropriate tanks as needed/required.
12. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
13. Contribute to a team effort and accomplishes related results as required.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand and walk; bend/stoop, crawl, reach above shoulder level, crouch, push/pull and carry up to seventy-four (74) pounds and lift up to fifty (50) pounds.
2. Occasionally sit, climb heights, kneel, balance, and carry/lift up to one-hundred pounds with assistance.
3. Work is generally performed in an agricultural outdoors setting with a moderate noise level. Exposure to natural weather conditions, high and low temperatures, various dusts and mists, and normal debris, chemicals and hazards common at farming sites may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge and skill in mechanical aptitude.
2. Knowledge of all equipment operation and ability to diagnose and repair minor breakdowns.
3. Skill in preparing fields, cultivating and rotation of crops.
4. Ability to work long hours with a seven day workweek including holidays and weekends as the workload dictates.
5. Ability to follow directions and work independently.
6. Ability to communicate effectively in the English language both verbally and in writing..
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
11. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge of the Oneida Community, its history, language, and culture with the ability to integrate into work.
2. Knowledge and experience with personal computers.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be 18 years of age or older.
2. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement.
3. One (1) year experience in agricultural farming practices with crop rotation, cover-cropping, sustainable or organic agricultural systems, agricultural equipment operation, and animal husbandry; previous training through seminars or workshops to include requirements of plant nutrient, Intensive Rotational Grazing soil; and/or equivalent combination of education and experience.

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ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**