

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Field Technician Trainee
POSITION NUMBER: 02436
DEPARTMENT: Conservation
LOCATION: N7332 Water Circle Place, Oneida WI 54155
DIVISION: Environmental, Health & Safety
RESPONSIBLE TO: Forester/OCC Program Manager
SALARY: NE06 \$10.10/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 26, 2016
CLOSING DATE: June 3, 2016
Transfer Deadline: June 3, 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

This position will assist Oneida Tribal members in obtaining experience, knowledge, skills and abilities in the environmental and natural resources area. This position will support environmental protection, habitat restoration, and invasive species control work. This is a grant funded position and is subject to seasonal lay-offs. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist with the implementation of Natural Resource Conservation Service (NRCS) Best Management Practices (BMP's).
2. Assist in installing buffers, stream crossings and water and sediment control basins.
3. Perform waterway maintenance and site stabilization.
4. Conduct fishery assessment surveys.
5. Remove aquatic invasive species from tribal waters.
6. Complete monitoring, maintenance and control of invasive species.
7. Conduct riparian forest inventory and assist in improving riparian forest.
8. Assist with developing wildlife management plans.
9. Maintain access points to culturally significant areas.
10. Assist in creation of stream habitat structures.
11. Assist in public outreach would include field trips, video, maps and publish articles on the availability of the Natural Areas.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
14. 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 walk, stand, stoop, kneel, crouch, lift, push, or pull thirty (30) pounds.
2. Occasionally sit, lift and/or move up to fifty (50) pounds.
3. Work is generally performed outdoors. Exposure to natural weather conditions including exposure to heat, cold, rain, snow, wind, bugs, and various dusts and mists may occur while performing outdoor activities. Prolong standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur.
4. May have to work an occasional evening and/or weekend
5. 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. Skills in maintenance of accurate records and identification of resource conditions and problems of on-going projects.
2. Ability to communicate efficiently and effectively both verbally and in writing.
3. Ability to research and compile data.
4. Ability to work independently and meet strict time lines.
5. Ability to exercise good judgment.
6. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
7. Must be willing and able to obtain additional education and training.
8. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
9. 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.
10. A valid driver's license. 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 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. Attended and/or attending in an accredited College or University taking course work in the environmental or natural resources or closely related program.
2. One (1) year of field experience doing agriculture, environmental, and/or natural resources work.
3. Knowledge of department organization, function, objectives, policies, and procedures.
4. Knowledge of the principles of environmental conservation and management.
5. Knowledge of the Oneida Nation's lands, and its plants and animals.
6. Knowledge of and ability to operate hand tools, bobcat, ATV, utility vehicles, tractors, trailering for loading and unloading.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

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