

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: Home Repair Coordinator
POSITION NUMBER: 00223
DEPARTMENT: Elder Services
LOCATION: 2970 S. Overland Rd.
DIVISION: Governmental Services
RESPONSIBLE TO: Supportive Services Supervisor
SALARY: NE09 \$13.34/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 6, 2016
CLOSING DATE: May 13, 2016
Transfer Deadline: May 13, 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

Accomplish the Elder Services Department objectives by overseeing the progress of small home repair projects for the Oneida Elders. Work closely with Supervisor to ensure communication with vendors, customers, and supply vendors, and timely project completion. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Oversee the emergency and minor home repairs of Oneida Elders, ensuring timely and high-quality completion.
2. Assist the supervisor in managing costs of repairs; monitor inventory of supplies, materials, and equipment.
3. Assist with inspections and ensure quality work prior to payment.
4. Ensure effective communication with homeowners on all work in progress in absence of Supervisor.
5. Keep leadership and other departments informed of status of activities by attending meetings and submitting reports.
6. Assist with coordinating with other entities to ensure services are not duplicated.
7. Perform routine maintenance and repairs on equipment and machinery.
8. Inform Supervisor when referrals are necessary for other home repair services and program services as appropriate.
9. Maintain a professional and technical knowledge by conducting research, attending seminars, educational workshops and conferences.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. 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.

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, climb, balance; use fingers, handle and feel; reach with hands and arms; stoop, kneel, crouch, crawl, talk, and hear.
2. Occasionally sit; lift and/or move up to fifty (50) pounds.
3. Work is performed both indoors and outdoors. Exposure to natural weather conditions and various dusts and mist may occur while performing outdoor duties. 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. Travel within the Oneida Reservation is required for completing work orders.
4. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.
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. Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
2. Knowledge of the methods and practices used in preventative maintenance and home repair work.
3. Knowledge of occupational hazards, safe working practices and safety precautions in accordance with applicable Tribal, State, or Federal (OSHA) laws and regulation regarding workplace safety.
4. Knowledge of rough and finish carpentry.
5. Knowledgeable in basic plumbing.
6. Computer knowledge such as data entry, word-processing, excel.
7. Ability to use hand tools and electrical tools.
8. Skill in diagnosing and repairing small engines and other equipment.
9. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
10. Ability to exercise independent judgment.
11. Ability to work to communicate efficiently and effectively both verbally and in writing.
12. Ability and willingness to obtain certification in First Aid and CPR within six (6) months of employment. Must maintain CPR and Red Cross First Aid certification during employment.
13. Ability to work independently and meet strict time lines.
14. Must be willing and able to obtain additional education and training.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. 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.
18. 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 drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Technical Diploma/Certification in Wood Technics or Sustainable Residential Building Systems or similar degree.
2. One (1) year of supervisory experience is preferred.

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 or older are exempt from this requirement.
3. Three (3) years of experience, Handy-man Certification and/or equivalent combination of education and experience may be considered.