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

FIRST POSTING OPEN TO ENROLLED ONEIDA TRIBAL MEMBERS ONLY

POSITION TITLE:	Grounds Keeper/Recycler II (3rd Shift)
POSITION NUMBER:	00119
DEPARTMENT:	Maintenance
LOCATION:	2100 Airport Dr Green Bay WI
DIVISION:	Gaming
RESPONSIBLE TO:	Maintenance Supervisor
SALARY:	NE06 $10.02/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
	(Employees will receive 5% below the posted pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	May 23, 2016
CLOSING DATE:	June 1, 2016
Transfer Deadline:	June 1, 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

Performs grounds keeping and recycling duties for the upkeep of the Gaming Division as well as assist with building repairs, pick up/delivery of equipment/supplies, and moving office furniture. Ensure that services are provided effectively and efficiently for the Gaming Division. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service for all internal and external customers of the Facilities operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of the Oneida Casino. Provide solutions for customer concerns and continually focus on customer service as our top priority.
2. Develop, maintain, and facilitate effective relationships, communications processes and activities with all Gaming personnel and all other internal and external customers. Ensure established procedures, and processes are utilized at all times, to ensure maximum understanding and coordination are in place. Attend department meetings to ensure effective communications take place.
3. Inform supervisor of recommendations/ideas for improving all areas of this position to include ideas on improving customer service systems or activities.
4. Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adhere to all audit, and legal regulations/laws and practices.
5. Maintain all Gaming Division grounds and facilities in an exceptional manner.
6. Adhere to and enforce all safety rules and regulations.
7. Cut lawn, trim around walks, flower beds, fences, and ditch lines; fertilize and prune areas; rake and remove leaves and litter; plant grass, flowers, trees, and shrubs.
8. Repair surfaces to include, but not limited to landscaping, sidewalks, and parking areas.
9. Paint various areas/structures when needed.
10. Ability to operate and maintain lawnmowers, lifts, and equipment.
11. Deliver/assemble materials, furniture, and equipment as needed to assist various departments.
12. Perform duties at various heights using lifts or ladders.
13. Perform preventive maintenance and minor repairs as needed/required.

DUTIES AND RESPONSIBILITIES: (Cont.)

14. Establish and maintain an inventory of maintenance equipment and supplies.
15. Snow removal from Gaming Division parking lots and sidewalks.
16. Maintain and clean interior vents, lights, signs, ceiling tiles, and other structures as assigned.
17. Attend and participate in departmental meetings, training opportunities/seminars relevant to this position.
18. Complete work orders in a timely manner.
19. Operate compactor and separate recyclable materials.
20. Adhere to all Gaming and Departmental Standard Operating Procedures.
21. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
22. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
23. 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, walk, bend, stoop, squat, and carry up to fifty (50) pounds.
2. Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, push/pull, lift seventy-five (75) to one hundred (100) pounds with assistance, and in a lift that will require working with above ground heights up to fifty (50) feet. Repetitive movement of both hands.
3. Work is performed both indoors and outdoors. Exposure to natural weather conditions and various smokes, dusts, and mists may occur while performing duties.
4. Standing and walking may be on uneven surfaces or unstable ground.
5. Situations where the use of Personal Protective Equipment may occur.
6. Flexible schedule, extended hours to include all shifts, weekends, holidays, and an on-call basis may be required.
7. Work environment is **NOT** smoke, noise, or dust free.
8. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
2. Ability to inform and communicate effectively verbally and in writing; process information effectively to identify and define problems and make objective decisions.
3. Ability to work independently, handle multitasks, and meet strict time lines.
4. Ability to obtain Lift Equipment Certification and Chainsaw Certification within one year of hire.
5. Ability to operate and maintain lawn mowers, lifts, and equipment is required.
6. Ability to understand and follow verbal and written instruction.
7. Ability to prepare and maintain work orders.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
11. Must pass a background security check with the Oneida Nation 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.
12. 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.

MINIMUM QUALIFICATIONS:

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

1. Must be eighteen (18) years of age or older.
2. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement. One (1) year grounds keeping or landscaping experience; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**