

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: Maintenance Helper/Carpenter (3rd Shift)
POSITION NUMBER: 01534
DEPARTMENT: Maintenance
LOCATION: Various Locations
DIVISION: Gaming
RESPONSIBLE TO: Maintenance Supervisor
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: 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

Responsible for the overall carpentry/maintenance of all Gaming buildings. Perform skilled tasks in accordance with standard practices of the construction and carpentry trades and codes under direction from Carpenters. Ensure that services are provided effectively and efficiently to the Oneida Nation. 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. Plan, layout, construct, and install various materials for projects using standard carpentry methods and meeting code requirements.
6. Ability to operate and maintain tools, lifts, and equipment.

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DUTIES AND RESPONSIBILITIES: (Cont.)

7. Install, maintain, and repair various flooring and sub flooring.
8. Work with various glues, adhesives, and caulks to complete work.
9. Repair damaged and defective woodwork where possible to eliminate functional and visual defects.
10. Perform duties at various heights using lifts or ladders.
11. Remove snow from Gaming Division parking lots and sidewalks.
12. Establish and maintain an inventory of materials needed/required.
13. Complete work orders in a timely manner.
14. Complete inspections of various areas and perform preventive maintenance as needed.
15. Deliver/assemble materials, furniture, and equipment as needed to assist various departments.
16. Maintain Gaming facilities' exterior, roof, and grounds.
17. Provide plumbing and minor electrical assistance when needed/required.
18. Adhere to all safety procedures.
19. Attend and participate in training opportunities/seminars relevant to this position.
20. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
21. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
22. 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. Repetitive movement of both hands.
2. Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, push/pull, and lift seventy-five (75) to one hundred (100) pounds with assistance. Work using a lift that will require working with above ground heights up to fifty (50) feet.
3. Situations where the use of Personal Protective Equipment may occur.
4. Work is performed both indoors and outdoors. Exposure to natural weather conditions and various smokes, dusts, and mists may occur while performing duties. Standing and walking may be on uneven surfaces or unstable ground.
5. Flexible schedule, extended hours to include all shifts, weekends, holidays, and an on-call basis may be required.
6. Work environment is **NOT** smoke, noise, or dust free.
7. 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 within one (1) year of hire.
5. Ability to operate and maintain tools, lifts, and equipment.
6. Ability to work at heights using lifts or ladders.
7. Ability and willingness to work in all weather conditions.
8. Ability to prepare and maintain work orders.
9. Working knowledge and experience in modern methods, procedures, practices, tools and materials involved in general carpentry/maintenance and upkeep.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe 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.

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STANDARD QUALIFICATIONS: (Cont.)

14. A valid driver's license is required. 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. Previous maintenance experience.

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, GED Diploma, or HSED 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.

ITEMS TO BE SUBMITTED:

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