

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490

POSITION TITLE: Natural Resources Technician I
POSITION NUMBER: 01752
DEPARTMENT: Conservation
LOCATION: N8047 County U Oneida WI
DIVISION: Environmental Health & Safety (EHS)
RESPONSIBLE TO: Natural Resources Technician Supervisor
SALARY: NE04 \$13.25/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 2, 2018
CLOSING DATE: Until Filled
Transfer Deadline: November 9, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

Assist in protecting the Oneida Nation's natural resources by maintaining rural recreational trails and pedestrian transportation routes, trees and shrubs, stocking and monitoring lakes, streams and wildlife, and by implementing water and air protection standards. Participate in community conservation, education and cultural awareness projects and special events. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in the coordination of community conservation, education and cultural awareness projects and special events.
2. Conduct field surveys of natural habitats and collects data and samples of the soil, water and air; implements soil erosion controls and water and air protection standards as directed.
 - a. Assist in the evaluation of the condition of the plants and animals and the natural habitats by monitoring and surveying activities by collection samples and data.
 - b. Perform tree and shrub hazard abatement, invasive species control, wood utilization and delivery, and timber stand improvement according to established policies and procedures.
3. Establish and maintain rural recreation/natural areas and associated trails and provide maintenance for community pedestrian transportation routes.
 - a. Perform light construction activities such as benches, tables, shelters, boardwalks, bridges, signs, erosion control structures, pedestrian control structures and fish and wildlife structures.
 - b. Operate and perform routine maintenance of power tools and other light and heavy equipment used in the application of natural resources, forestry, and trails related assignments.
4. Assist Tribal efforts to maintain aquatic and terrestrial habitats through effective conservation practices.
5. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
6. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
7. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
8. 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.

JOB DESCRIPTION
Natural Resources Technician I
Page 2

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; reach with hands and arms.
2. Occasionally stand; and stoop, kneel, crouch, or crawl; lift, push, or pull up to thirty (30) pounds and 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 duties. Prolonged 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. Evening and/or weekend work may be required.
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. Skill in maintenance of accurate records and identification of resource conditions and problems of on-going projects.
2. Skill in use of photographic equipment and other surveying instruments for documentation.
3. Ability to exercise independent judgment.
4. Ability to work independently and meet strict time lines.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
7. Ability to complete chainsaw operation and safety training.
8. Ability to obtain and maintain CPR and Red Cross certifications.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. 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 Nation's Gaming Division.
13. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management 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. One (1) year work experience in landscape maintenance, forestry or conservation work.
2. Knowledge of the Oneida Nation's lands and its plants and animals.
3. Knowledge of department organization, functions, objectives, policies and procedures.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation.**
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.**