

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



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

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

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

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

POSITION TITLE: Maintenance Technician
POSITION NUMBER: 02811
DEPARTMENT: Maintenance
LOCATION: N6824 Seminary Rd Oneida WI
DIVISION: Comprehensive Housing
RESPONSIBLE TO: Maintenance Supervisor
SALARY: NE03 \$11.58/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: December 7, 2018
CLOSING DATE: Until Filled
Transfer Deadline: December 14, 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

Provide a safe and clean environment for the residents by performing custodial and minor maintenance services to the rental units and property owned by the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Ensure grounds are maintained by cutting grass, trimming trees and bushes, pulling weeds, and performing other landscape maintenance duties.
2. Perform periodic maintenance and visual inspection of mowers to ensure they are in safe and operable condition; sharpen mower blades, lubricate parts, and perform oil changes; report any issues to supervisor.
3. Make building repairs to include: painting, plastering, repairing fences; install and repair doors, locks, windows, frames, floor tiles, and other fixtures.
4. Troubleshoot furnace repair; change filters as needed.
5. Inspect rental units to determine repairs required; perform safety inspections as required by established tribal codes and regulations.
6. Determine material list of supplies needed for each work order.
7. Open, track and close out work orders; conduct data entry on work orders.
8. Observe safety rules and ensure and maintain a safe environment.
9. Position is on call twenty-four (24) hours a day on a rotating schedule.
10. Provide emergency calls for rental properties and Dream homes.
11. Attend training classes and seminars on safety, first aid and CPR, equipment/machinery operation, and related topics to maintain and enhance job knowledge.
12. Provide help in finding property corners.
13. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. 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
Maintenance Technician
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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, climb, balance; stoop, kneel, crouch, crawl. Occasionally sit; lift and/or move up to one-hundred (100) pounds.
2. Work is performed both indoors and outdoors. Exposure to natural weather conditions and various dusts and mists 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.
3. Evening and/or weekend work may be required. Extended hours and irregular shifts 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. Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
2. Knowledge of the methods and practices used in preventive maintenance and repair work.
3. Knowledge of occupational hazards and applicable safety practices.
4. Knowledge of rough and finish carpentry.
5. Skill in the safe operation of power tools and shop equipment.
6. Skill in diagnosing and repair of equipment utilized.
7. Ability to communicate effectively in the English language, both verbally and in writing.
8. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
9. Ability to understand and follow oral and written instruction.
10. Ability to prepare and maintain work orders.
11. Ability to use hand tools, electrical tools, and lawn maintenance equipment to include, but not limited to: riding movers, plow truck and chain saws.
12. Ability to prioritize and accomplish tasks within strict deadlines.
13. Ability and willingness to learn theory and principles, and to become certified in a variety of building trades.
14. Ability to demonstrate excellence in everything, and continually seek improvement in results.
15. Ability to complete a Real Property Law class.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
19. 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.
20. 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. Building Operators Certification (BOC). Ability to obtain and maintain Building Operator's Certificate Level I.

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; one (1) year building and grounds work experience; and/or equivalent combination of education and experience.

ITEMS TO BE SUBMITTED:

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