

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



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

OR MAIL TO:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Electrician's Helper
POSITION NUMBER: 01563
DEPARTMENT: DPW Facilities
LOCATION: W1278 Ranch Rd Oneida WI
DIVISION: Development
RESPONSIBLE TO: Electrical Manager
SALARY: NE04 \$12.74/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: March 4, 2019
CLOSING DATE: March 25, 2019
Transfer Deadline: March 11, 2019
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 the Electrical Manager in installing, conduit wiring, wiring devices, panels, circuit breakers, light fixtures, electrical equipment and the distribution of systems involving electrical and mechanical work at all non-gaming Tribal buildings. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in installing and repairing wiring circuits, light fixtures, wiring devices and the distribution systems to applicable codes on all non-gaming Tribal buildings.
2. Assist in installing and maintaining electrical components of varied equipment.
3. Work on secondary voltage equipment.
4. Assist in diagnosis and remedies of all electrical troubles and repairs to replace all electrical equipment.
5. Assist in completing work reports daily regarding time, date and material used etc.
6. Measure and test equipment ensuring preventive maintenance using all electrical tools.
7. Work from blueprints, drawings, layouts or other specifications and codes.
8. Assist in performing standard computations relating to lead requirements, wiring or electrical equipment.
9. Assist in estimating jobs in terms of cost of labor, materials and recommendations.
10. Work independently and with minimum supervision.
11. Contribute to a team effort and accomplishes related results as required.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
14. 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. Work is generally performed indoors and outdoors construction setting with a high noise level. Exposure to natural weather conditions and temperatures, various dusts and mists, and normal debris and hazards common at construction sites may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground.
2. 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. Knowledge of applicable electrical codes.
2. Knowledge of the occupational hazards of the electrical trade and the necessary safety precautions.
3. Skill in the use and care of tools and equipment of the electrical trade.
4. Skill in operating computers and various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to understand and follow oral and written instructions and to read and interpret sketches, diagrams and blueprints.
6. Ability to exercise good judgment in job assignments practices, techniques and the theory and operation of electrical equipment and controls and be able to communicate these needs.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
10. 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.
11. 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-year experience in electrical maintenance, heat ventilation or air conditioning.

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. Must be at least eighteen (18) years of age.
3. 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.**