

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



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

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

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

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

**POSITION TITLE:** Master Electrician/Wastewater  
**POSITION NUMBER:** 03028  
**DEPARTMENT:** DPW-Facilities  
**LOCATION:** W1278 Ranch Rd Oneida, WI  
**DIVISION:** Development  
**RESPONSIBLE TO:** Electrical Manager  
**SALARY:** NE11 \$29.78/Hr (NEGOTIABLE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** April 17, 2019  
**CLOSING DATE:** May 15, 2019  
**Transfer Deadline:** April 24, 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**

Manage and maintain the electrical systems found in waste water treatment plants, lift station, well, industrial, commercial and residential settings. Successfully collaborate with DPW Electrical team in completing work orders, projects and trouble shooting. This position assists in coordinating projects with Project Managers, Outside Contractors from all trades, Architects and Building Supervisors. Perform field training with employees. Continuation of this position is contingent upon funding allocations.

---

**DUTIES AND RESPONSIBILITIES:**

1. Perform advanced electrical work to maintain and troubleshoot wastewater control systems consisting of motor controllers, delay timers, flow meters.
2. Install, troubleshoot, and maintain rotating equipment and wastewater treatment pumps.
3. Assist lift station mechanic in repair and/or replacement of lift station electrical motor control panels and telemetry units.
4. Respond to wastewater treatment and lift station trouble calls.
5. Provide technical and professional support, guidance and training to other Utility and Electrical staff members on the operation and maintenance of wastewater treatment equipment.
6. Assist in maintaining power generation systems including generators, transfer switches and batteries.
7. Supervise and/or perform with field staff the installation, repair, maintenance, or replacement of wiring circuits, light fixtures, wiring devices, pull wires, underground raceways, switchgear, distribution panels, transformers and other electrical equipment, electrical components of various equipment and the distribution system to applicable codes on all non-gaming Tribal buildings.
8. Complete work reports daily regarding time, date and materials used.
9. Use all electrical related tools, measuring and testing equipment, ensuring preventative maintenance of equipment.
10. Work from blueprints, drawings, layouts or other specifications.
11. Estimate jobs in terms of cost of labor, materials and recommendations.
12. Successfully and consistently performs residential, industrial, and commercial electrical duties with little or no supervision.
13. Efficiently plan and lay out electrical work for small and medium sized projects.
14. Contribute to a team effort and accomplishes related results as required.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
17. 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**

### **Master Electrician/Wastewater**

#### **Page 2**

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently work at elevated heights and underground, sit, stand, walk, bend/stoop, squat, crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry up to twenty-four (24) pounds.
2. Occasionally carry from twenty-five (25) to one hundred (100) pounds with assistance.
3. Employee is required to use both hands for repetitive movement, single and firm grasping. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Specific hearing abilities include being able to hear well at a normal range.
4. Work is generally performed in an indoors and outdoors setting with a high noise level. Exposure to natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris and hazards may occur while performing outdoor duties. Protective clothing may be required.
5. Perform work and complete electrical installations in class 1, division 1, and 2 locations.
6. Work in wastewater treatment plant environments and confined spaces.
7. 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 and ability to reference the National Electric Code (NEC) and the State Electrical Code (SEC).
2. Knowledge of electrical circuitry in theory and application.
3. Knowledge of safety hazards and necessary precautions working in a wastewater treatment environment.
4. Knowledge and experience of motor control and frequency drives.
5. Ability to operate machinery and tools such as van lift, drills, saws, meters, etc.
6. Ability to plan, organize and schedule priorities efficiently and effectively, set and meet priorities, meet strict deadlines and the ability to successfully cope with challenging situations and conditions.
7. Ability to establish and maintain productive working relationships with staff, clients, management or other departments as well as external agencies necessary to effectively carry out job duties.
8. Ability to be up to date with industries best practices and procedures and OSHA standards for safety.
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 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. Currently active in the construction field.
2. Knowledge and experience working with programmable logic controllers.

#### **MINIMUM QUALIFICATIONS:**

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

1. State of Wisconsin Master's Electrician License.
2. Three (3) years' experience in Wastewater treatment and lift stations.
3. Five (5) years of experience as a Master Electrician; five (5) years' experience as a lead man or foreman to include training employees in the field. An equivalent combination of education and experience may be considered.

#### **ITEMS TO BE SUBMITTED:**

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