

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

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

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

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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Senior HVAC Technician
POSITION NUMBER: 82313
DEPARTMENT: Maintenance
LOCATION: 2020 Airport Rd Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Electrical Manager
SALARY: NE09 \$20.51/Hr (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: August 26, 2019
CLOSING DATE: Until Filled
Transfer Deadline: September 2, 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

Responsible to ensure HVAC equipment is maintained and functioning properly at all times at all locations. Perform preventive maintenance on all HVAC equipment, water heaters and softeners, boilers, refrigeration and air compressors as needed for the Gaming Divisions. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Repair and perform preventive maintenance work on all heating, ventilation, air conditioning, water heaters/softeners, boilers, refrigeration, and air compressors for the Gaming Division to include but not limited to: replace/adjust belts, braze copper piping, replace/clean filters, reclaim refrigerant, clean coils, and install equipment as needed.
2. Document repairs in the preventive maintenance log; establish and maintain an inventory of materials.
3. Check electrical connections and repair or replace as needed.
4. Create and maintains a library of service and repair manuals for all HVAC equipment used by the Gaming Division.
5. Cut, thread, and measure black iron piping; weld metal for various projects.
6. Work with and troubleshoot automated control systems.
7. Monitor and adjust temperatures at Gaming Facilities.
8. Ensure excellent customer service with all internal and external customers.
9. Work cooperatively with the Carpentry, Electrical, and outside vendors to ensure assigned equipment is in good working order, including all Casino HVAC equipment.
10. Assist with schedule and staff training in HVAC and relevant topics.
11. Review and assign daily HVAC work duties to HVAC Technician Assistants.
12. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
13. 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
Senior HVAC Technician
Page 2

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, lift seventy-five (75) to one hundred (100) pounds with assistance, and ride in a lift that will require working with above ground heights up to fifty (50) feet.
3. Work is performed both indoors and outdoors with exposure to natural weather conditions and various smokes, dusts, and mists may occur while performing duties. Use of protective clothing and/or equipment is required.
4. Extended hours and irregular shifts may be required. This position may be required to work a flexible schedule to include all shifts, weekends, holidays, and an on-call basis.
5. Work environment is **NOT** smoke, noise, or dust free.
6. 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 work with computer systems, to include experience with building automated controls.
2. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
3. Ability to inform and communicate effectively verbally and in writing; process information effectively to identify and define problems and make objective decisions.
4. Ability to work independently, handle multitasks, and meet strict time lines.
5. Ability to obtain Lift equipment certification within one year of hire.
6. Ability to operate and maintain tools, lifts, and equipment.
7. Ability to, read, interpret, and work from architectural drawings, blueprints, and schematics and the Uniform Building Code, Electrical Code, and Safety Code.
8. Ability to work at heights using lifts or ladders.
9. Ability to prepare and maintain work orders.
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 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.
14. 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 personal and 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.

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. Associates Degree in Heating, Ventilation, Air Conditioning (HVAC), or Refrigeration Technology plus five (5) years in HVAC control work in a maintenance position; or current State of Wisconsin HVAC Certification.
3. EPA 608 certification for refrigerant handling.

ITEMS TO BE SUBMITTED:

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