

**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  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490  
Job Line: 1-800-236-7050

**APPLY ONLINE AT:**

[www.oneida-nsn.gov](http://www.oneida-nsn.gov)

**POSITION TITLE:** Senior Maintenance Technician  
**POSITION NUMBER:** 00277, 00725, 01286  
**DEPARTMENT:** DPW Facilities  
**LOCATION:** Varies  
**DIVISION:** Development  
**RESPONSIBLE TO:** Varies  
**SALARY:** NE05 \$14.01/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** September 12, 2017  
**CLOSING DATE:** September 19, 2017  
**Transfer Deadline:** September 19, 2017  
**Proposed Start Date:** As Soon As Possible

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**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.

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**POSITION SUMMARY**

Responsible for maintenance projects at various Tribal Buildings to include building repairs, painting, building remodeling and completion of assigned projects. Responsible for completing work reports daily regarding time, date, materials used, etc.. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Responsible to oversee/mentor the maintenance work of less experienced staff.
2. Complete assigned Tribal maintenance projects to include, but not limited to; building repairs, painting, building remodeling, plumbing, carpentry or electrical projects.
3. Complete daily work reports regarding time, date, materials used, etc.
4. Responsible for preventive maintenance work of Tribal Buildings.
5. Shovel, clean, remove snow and upkeep of grounds in winter.
6. Assist with custodial and grounds-keeping responsibilities when needed.
7. Maintain inventory supplies, order as needed/required.
8. Attend extensive training during and after probationary period and attend in-service meetings.
9. Responsible for Maintenance Supervisor responsibilities in their absence.
10. Contribute to a team effort and accomplish related results as required.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
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.

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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand, walk, bend, stoop, squat, and lift and/or carry up to fifty (50) pounds.
2. Occasionally crawl, climb height, reach above shoulder, crouch, kneel, balance and push/pull; carry and/or lift up to eighty (80) pounds without help and one-hundred (100) pounds with assistance.
3. Work is generally performed in an outdoors setting with a high noise level. Exposure to natural weather conditions and temperatures, various dusts and mists, and normal debris and hazards common at outdoor sites may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground.

## **JOB DESCRIPTION**

### **Senior Maintenance Technician**

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

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 OSHA work safety standards.
2. Skill in operating computers and various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Ability to operate and maintain tractor, loader, forklift, snow blower, snowplow, lawn equipment, hand tool, power tools and wood working machinery.
4. Ability to be safety oriented.
5. Ability to read blueprints.
6. Ability to exercise good judgment in job assignments and personal capabilities and be able to communicate these needs.
7. Ability to work with minimal supervision.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
11. 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.
12. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 Drivers 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 of supervisory experience.
2. Knowledge and experience working with Tour Andover Controls (TAC) and Control Systems International (CSI) DDC software program.

#### **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; three (3) years of work experience with carpentry, electricity, plumbing and HVAC systems.

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

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