

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



ONEIDA

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

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

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

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

POSITION TITLE: Project Manager
POSITION NUMBER: 02935
DEPARTMENT: Elder Services
LOCATION: 2907 S Overland Drive Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Assistant Manager
SALARY: E4 \$39,996/Annually
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: March 15, 2018
CLOSING DATE: Until Filled
Transfer Deadline: March 22, 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

Accomplish the Elder Services Department objectives by planning, scheduling, evaluating, and coordinating functions required for Major/Minor Home repair projects. Operate and maintain departmental activities and services related to maintenance of homes, ensuring services are provided effectively and efficiently to eligible individuals of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Prepare project management services to develop, review, coordinate, and monitor project description, contracts and budgets. This will include the following:
 - a. Develop and maintain Major Home project schedule to ensure all projects are started and finished according to the established contract and Standard Operating Process.
 - b. Communicate goals, objectives, policies and procedures in accordance with contractual requirements and needs of the Nation.
 - c. Manage cost of repairs in accordance with departmental budget; estimate and maintain inventory of supplies, materials, and equipment; inspect and evaluate completed projects to ensure quality work prior to payment.
 - d. Review, approve and submit invoices in a timely manner.
 - e. Create a scope of work based on each project, as needed. Solicit bids for work defined in the Scope of Work document and administer contract award process.
 - f. Ensure effective communication with contractors and homeowners on all work in progress.
 - g. Achieve financial objectives by preparing, monitoring, administering and justifying annual budget.
 - h. Schedule preventive maintenance; respond to emergencies or malfunctions of vehicles and equipment. Maintain inventory; inspect work sites to ensure staff have all the materials, supplies and equipment needed to complete assigned duties.
2. Implement, participate and ensure staff is trained in safety, blood borne pathogen, CPR & First Aid, the safe use of equipment, tools, maintenance of equipment; ensure that staff is functioning in a safe manner and abiding by all federal, state, and tribal laws, regulations, and rules regarding health and safety.
3. Keep leadership and departments informed of status of program activities by attending meetings, maintaining accurate records, data entry into required data base(s) and providing monthly reports.
4. Prioritize service request, assign, schedule work activities, projects, monitor workflow, ensure completion of Occupational Safety and Health Administration (OSHA 10) work on a timely basis, review, evaluate and follow-up work products, methods, and procedures with clientele.
5. Supervise and assist Home Repair and Home-chore Workers with emergency maintenance, minor home repairs, installation of home adaptive equipment, snow removal, and other necessary services.

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DUTIES AND RESPONSIBILITIES: (Cont.)

6. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; establishing networks; confer with representatives of contracted agencies and related organizations.
7. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. 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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; reach with hands and arms. Occasionally stand; climb or balance; stoop, kneel, crouch, or crawl; lift and/or move up to fifty (50) pounds with assistance.
2. Generally work performed in an office setting with a moderate noise level. On the job site to develop scope of work & quality checks to verify the project was completed correctly.
3. Incumbent may be exposed to inclement weather, heat and cold.
4. 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 federal, state, county and local laws, regulations, and building codes requirements.
2. Knowledge of Oneida Nation organization, functions, objectives, policies and procedures.
3. Skill in supervising, training, and evaluating assigned staff.
4. Knowledge of the principles and practices used in the skilled trades, including HVAC, electrical, plumbing, and carpentry.
5. Knowledge of occupational hazards, safe working practices and safety precautions in accordance with applicable Tribal, state, county, or federal laws and regulations regarding workplace safety.
6. Knowledge of materials, methods, practices, and equipment used in lawn care, snowplowing and home maintenance
7. Skill in operating and maintaining carpentry hand tools, shovels, rakes, snow blowers, four-wheel drive trucks, snow plows, riding lawn mowers, and other related maintenance equipment.
8. Ability to exercise independent judgment.
9. Ability to work independently and meet strict time lines.
10. Ability to analyze situations and adopt appropriate courses of action.
11. Skill in operating various work processing, spreadsheets and database software programs in a Windows environment.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
14. Must be CPR and First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
18. 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.
19. 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.

1. Supervisor Certification.
2. Supervisor Certification Training (SCERT)
3. Occupational Safety and Health Administration (OSHA) 30 certification.

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MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Bachelor's Degree in Business Administration, Finance, Marketing or closely related field with three (3) years of documented successful experience in developing projects, managing, or owning a business is required; and/or may use equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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