

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>

Phone: (920) 496-7900
1-800-236-7050
Fax: (920) 496-7490

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

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Carpenter
POSITION NUMBER: 82301
DEPARTMENT: Maintenance
LOCATION: 2020 Airport Dr Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Maintenance Supervisor
SALARY: NE08 \$18.65/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: June 13, 2018
CLOSING DATE: June 20, 2018
Transfer Deadline: June 20, 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

Responsible for the overall carpentry and maintenance of all Gaming buildings. Perform skilled tasks in accordance with standard practices of the construction and carpentry trades and codes. Ensure that services are provided effectively and efficiently to the Oneida Casino. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Ensure excellent customer service with all internal and external customers.
2. Studies blueprints, sketches, or building plans for information pertaining to types of materials required and dimensions of structure or fixture to be fabricated.
3. Plan, layout, construct, and install various materials for projects using standard carpentry methods and meeting code requirements. Ensuring projects are completed in a timely manner.
4. Layout and build stairs, install partitions and cabinet work.
5. Install, maintain, and repair various flooring and sub flooring.
6. Install plastic laminate counter tops, base and upper cabinets, caulk spaces between back splashes and walls with sealants.
7. Work with various glues, adhesives, and caulks to complete work.
8. Install flush wood paneling, wainscots, finish stairs, handrail's stingers and newels, adjustable shelves, standards, and brackets as needed.
9. Repair damaged and defective woodwork where possible to eliminate functional and visual defects.
10. Maintain and clean various surfaces and grounds as needed to include using appropriate blood borne pathogen procedures.
11. Paint and stain various areas as needed.
12. Perform duties at various heights using lifts or ladders.
13. Clean, lubricate and adjust finish hardware.
14. Remove snow from Gaming Division parking lots and sidewalks.
15. Establish and maintain an inventory of materials.
16. Prioritize, complete, and assign work orders to staff; ensure they are completed in a timely manner.

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DUTIES AND RESPONSIBILITIES: (Cont.)

17. Maintain Gaming facilities' exterior, roofs, and grounds.
18. Provide plumbing and minor electrical assistance when needed/required.
19. Complete inspections of various areas and perform preventive maintenance as needed.
20. Deliver/assemble materials, furniture, and equipment as needed to assist various departments.
21. Adhere to and enforce all safety rules and regulations.
22. Attend and participate in training opportunities/seminars relevant to this position.
23. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, Gaming and Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
24. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
25. 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 stand, walk, bend, stoop, squat, and carry up to fifty (50) pounds.
2. Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, push/pull, lift seventy-five (75) to one hundred (100) lbs with assistance, and ride in a lift that will require working with above ground heights up to fifty (50) feet.
3. Repetitive movement of both hands.
4. Work is performed both indoors and outdoors. Exposure to natural weather conditions and various smokes, dusts, mists and volatile organic compounds may occur while performing duties. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur.
5. 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 as needed.
6. Work environment is **NOT** smoke, noise, or dust free.
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. Working knowledge and experience in modern methods, procedures, practices, tools and materials involved in general carpentry/maintenance and upkeep.
2. Ability to inform and communicate effectively verbally and in writing; process information effectively to identify and define problems and make objective decisions.
3. Ability to work independently, handle multitasks, and meet strict time lines.
4. Ability to obtain Lift Equipment Certification within one (1) year of hire.
5. Ability to operate and maintain tools, lifts, and equipment.
6. Ability to work at heights using lifts or ladders.
7. Ability and willingness to work in all weather conditions.
8. Ability to understand and follow oral and written instruction.
9. Ability to prepare and maintain work orders.
10. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. 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.
15. 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.

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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. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.
3. Five (5) years' experience in maintenance carpentry construction, residential or commercial required; an 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.**