

**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

**POSITION TITLE:** Rehabilitation Carpenter  
**POSITION NUMBER:** 02820  
**DEPARTMENT:** Rehabilitation & Modernization  
**LOCATION:** N6824 Seminary Rd Oneida WI  
**DIVISION:** Comprehensive Housing  
**RESPONSIBLE TO:** Rehabilitation & Modernization Supervisor  
**SALARY:** NE08 \$18.64/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** July 19, 2019  
**CLOSING DATE:** July 26, 2019  
**Transfer Deadline:** July 26, 2019  
**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**

Construct, renovate, modify and assemble residential building and structure components. The candidate will be required to take carpentry tests and acquire additional classroom training as needed/required. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Perform all carpentry duties necessary to complete the rehabilitation of existing housing units for Comprehensive Housing Division.
2. Construct according to cabinet lay design plans.
3. General duties to finish up rehab project:
  - a. Install doors, windows, screens, and other material to include interior and exterior doors and trim.
  - b. Masonry duties i.e. install missing bricks and removing sidewalks.
  - c. Replace or install siding.
  - d. Replace shingles or install new roofing.
  - e. Install flooring and layout steps.
  - f. Paint interior of homes and repair, patch and finish drywall.
  - g. Install exterior soffit/facia systems.
4. When utilizing trailers, insure the trailer is operating properly. Perform safety inspections.
5. Be knowledgeable with regards to federal rules and regulations and codes for assigned projects.
6. Perform landscape duties utilizing equipment such as i.e. skidsteer, powered tractors with proper attachments.
7. Be knowledgeable and follow all safety rules as it pertains to this job.
8. Stay abreast of current technologies and attend training in construction and plumbing.
9. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
10. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
11. 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**  
**Rehabilitation Carpenter**  
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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand, walk, bend/stoop, squat, climb heights, reach above shoulder level, crouch, kneel balance, push and pull.
2. Occasionally sit, crouch, lift and carry up to fifty (50) pounds.
3. 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 skill in finish carpentry such as hanging doors, installing all types of finish trim to included base, casings and moldings, hanging cabinets upper and base units to include counter tops, installing floor tile and rubber base, taping and finishing drywall, installing shelving and laying out steps, interior and exterior.
2. Knowledge and skill in rough carpentry to include layout of walls, rafter and truss layout, install soffit (metal and wood), install roofing, install pre-hung doors interior and exterior, install windows.
3. Ability to read blueprints.
4. Ability to set concrete footings, estimate concrete, and hang drywall.
5. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
6. Must be willing and able to obtain additional education and training.
7. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
8. 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.
9. 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.

**PREFERRED QUALIFICATIONS:**

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

1. Previous experience estimating labor and material cost.

**MINIMUM QUALIFICATIONS:**

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

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement; five (5) years of work experience in construction residential carpentry trades; and/or a 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.**