

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

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



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

**SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Assistant Custodial Manager/Trainer (Half-Time/2<sup>nd</sup> Shift)  
**POSITION NUMBER:** 01778  
**DEPARTMENT:** Custodial  
**LOCATION:** 2640 West Point Road  
**DIVISION:** Division of Public Works  
**RESPONSIBLE TO:** Custodial Manager  
**SALARY:** E04 \$39,966/Annually (19.21/HR) (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** September 13, 2019  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** September 16, 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**

This position is responsible for the organization, administration, and leading a comprehensive program of regulatory custodial services that provide and maintain in an efficient manner all the Oneida Nation's facilities, custodial equipment, furnishings, and fixtures so that all students, staff, community members, and visitors are assured of a clean, safe, attractive, and healthy place to learn, work, receive services and visit.

**DUTIES AND RESPONSIBILITIES:**

1. Ensure all Oneida Nation Custodial facilities comply with all of the Oneida Nation's, Federal, State, and County regulatory requirements within the Custodial Department
2. Manage compliance in all regulatory activities, to include, but not limited to: BIA, CMS, DEA, EPA, DNR, OSHA, NIOSH, Life Safety codes, and NFPA codes for all custodial/housekeeping regulation.
3. Plan, create, write, present, implement, monitor, assess, and compliance of policy regarding regulatory requirements.
4. Monitor all regulatory changes that are applicable to custodial/housekeeping regulations, to include but not limited to: hazardous waste, bio-hazardous waste, PPE, SDS, Global harmonizing System/Hazcom, Infection Control, etc.
5. Adhere to the training required for regulatory compliance for BIA, CMS, WDNR, OSHA and other regulatory organizations for the Custodial Department.
6. Maintain proper documentation for reporting purposes for the above-named agencies for the Custodial Department, and other tribal entities as assigned.
7. Establish and ensure compliance with Quality Management Systems and Best Operating Procedures for the Custodial Department.
8. Establish and ensure compliance with a Quality Care Management System.
9. Update Oneida Nation's Custodial facilities Material Review for defective, nonconforming, and/or questionable material.
10. Identify risks, write risk assessments as needed, design and implement controls to mitigate those risks and report the effectiveness of the controls.
11. Ensure all hazardous waste and bio-hazardous waste is properly collected, stored and disposed of in accordance with all applicable Oneida Nation, Federal, State, and County regulations utilizing approved hazardous waste disposal companies for the Custodial Department.
12. Provide excellent customer service skills at all times with all co-workers, employees, customers, clients, visitors, and other agency representatives, to include, but not limited to addressing customer and employee needs courteously and promptly.

## **JOB DESCRIPTION**

### **Assistant Custodian Manager/Trainer**

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

13. Assist with the development of Custodial Department's budget.
14. Enforce all Custodial Department rules, regulations, policies, procedures regarding regulatory agencies policies.
15. Contribute to a team effort and accomplishes related results as required.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. 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, and stand.
2. Occasionally stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
3. Extended hours, irregular shifts, evenings, holidays, and/or weekend work is required.
4. Work is generally performed in an indoor environment.
5. Exposure to natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris and hazards may occur while performing outdoor duties.
6. Protective clothing may be required.
7. Evening and/or weekend work may be required.
8. 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 and understanding of BIA, BIE, CMS, DEA, EPA, DNR, OSHA, NIOSH, Life Safety codes, and NFPA codes.
2. Knowledge of hazardous waste, bio-hazardous wastes, PPE, SDS, Global Harmonizing System, Infection Control, etc.
3. Knowledge and understanding of regulatory requirements for accreditation for BIE, CMS, OSHA, Joint Commission, and other regulatory organizations.
4. Knowledge of adhering to the regulations required for accreditation for Joint Commission, OSHA and other regulatory organizations.
5. Knowledge of Material Review for defective, nonconforming, and/or questionable material.
6. Knowledge of Quality Care Management Systems and Best Operating Policies and Procedures.
7. Knowledge of how all hazardous waste, bio-hazardous is properly collected, stored and disposed of utilizing approved hazardous waste disposal companies.
8. Ability to plan, create, write, present, implement, monitor, assess, and comply with policy regarding regulatory requirements
9. Ability to maintaining proper documentation for reporting purposes.
10. Ability to assist with budget development.
11. Ability to manage competing priorities.
12. Ability to represent the Oneida Nation in a professional manner, building respect and confidence.
13. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
14. Strong organizational and time management skills.
15. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, and other software.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
19. 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.
20. 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.

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#### **PREFERRED QUALIFICATIONS:**

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

1. Must have completed the 30-hour OSHA General Industry Safety and Health course.
2. Must have at some point received Certification of Executive Housekeeper with International Executive Housekeepers Association.
3. Current active member with a Organization or Organizations that offer updates and networking on regulatory changes offering the ability to stay current on regulations.
4. Certification in Level A Haz-Mat

#### **MINIMUM QUALIFICATIONS:**

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

1. Associate Degree in Business Management, Supervisory Management or related field; one (1) year of previous supervision or management experience to include training of employees.
2. Two (2) years minimum working knowledge and understanding of hazardous waste, to include but not limited to, bio-hazardous waste, DOT regulations for safe handling and packaging of RMW waste, Resource Conservation Recovery Act and Characteristic waste handling and disposal, PPE, SDS, Infection Control, and sustainability.

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

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