

APPLY IN PERSON AT:
Human Resource Department
909 Packerland
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: Fuel Specialist
POSITION NUMBER: 01613
DEPARTMENT: Retail
LOCATION: 909 Packerland Dr, Green Bay WI
DIVISION: Enterprise
RESPONSIBLE TO: Operations Director
SALARY: NE08 \$18.64/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employee will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: February 24, 2020
CLOSING DATE: March 2, 2020
Transfer Deadline: March 2, 2020
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

Manage, oversee and carry out all aspects of the fuel operation. The Oneida One Stops areas of focus are to ensure regulatory standards and equipment maintenance meet or exceed requirements and ensure customer satisfaction. This position will provide compliance assistance to the Environmental Health & Safety Department. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Ensure compliance with contractual obligations and requirements; responsible for the management of vendors, purchase orders and invoices for products and services relating to the fuel system.
2. Ensure compliance of the standards set forth in the Environmental Protection Agency (EPA) Title 40 Part 280, ATCP 93 and Petroleum Equipment Institute (PEI.) Support the Locations concerning interpretation of EPA Title 40 Part 280, ATCP 93 and PEI and recommend plans to correct deficiencies.
3. Responsible for equipment maintenance, repairs code compliance, weights and measures, management and inspections.
4. Assist with maintaining and operating fuel related store management systems.
5. Develop and conduct training for fuel operations based on established competencies, expectations, measurements and code compliance.
6. Contribute to department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
7. Keep leadership and other departments informed of status of program activities and compliance with regulations.
8. Provide, practice and maintain exemplary customer service addressing and resolving customer issues, concerns and complaints.
9. Maintain professional and technical knowledge.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
12. 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 sit, walk; use hands for repetitive movement, simple grasping; and reach above shoulder level.
2. Occasionally stand; and stoop, kneel, crouch, crawl, lift and/or move up to seventy-five (75) pounds with assistance.
3. Work is generally performed in an office setting with a moderate noise level. Some locations are exposed to second-hand smoke, a high noise level, and exposure to outdoor elements.
4. Employee will be on call and required to work evening, weekends and holidays as needed.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of tribal, federal, state and local regulations.
2. Knowledge of statistical compilation and analyses.
3. Knowledge and experience with Petroleum industry standards technology and terminology.
4. Knowledge of project management concepts/methodologies and continuous improvement processes.
5. Knowledge of the techniques and methods of planning, organizing, and writing various types of materials; departmental policies, procedures, regulations and Standard Operating Procedures.
6. Knowledge, skills and ability to effectively transfer knowledge, conduct training, provide constructive feedback and establish a learning environment.
7. Skill in problem solving, human relations, and time management.
8. Ability to process information effectively to learn new material, identify and define problems and make decisions.
9. Ability to set goals, strategies and schedules for meeting goals and to anticipate obstacles and alternate strategies.
10. Ability to exercise initiative and independent judgment.
11. Ability to demonstrate a high level of sensitivity to community issues and concerns.
12. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
13. Ability to perform functions with tact, courtesy, respect, common sense and appropriate business etiquette.
14. Ability to work evenings, weekends and holidays, extended hours, flexible work schedules and to be on call as needed.
15. Must have the following skills and capabilities:
 - **Language and communication skills**-Listen, speak, read and write effectively.
 - **Math skills**-Basic math skills.
 - **Reasoning ability**-Apply common sense, interpret documents and follow and carry out instructions provided in verbal and written format.
 - **Problem solving and decision-making skills**-Ability to analyze, demonstrate solid professional judgement, process information, identify and define problems and make objective decisions. Organize, plan, multi-task, facilitate, resolve conflict, negotiate, meet deadlines and cope with challenging conditions and situations.
 - **Leadership ability**-Must be dependable, conscientious, possess initiative, self-motivated, objective, and capable of working independently and demonstrate creativity in the completion of duties and responsibilities.
 - **Technology skills**-Utilization of current technology, operating systems, word processing, spreadsheets, database, web navigation, email management, file management, computer related devices, cross platform 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 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. Knowledge of Tribal structure, government, processes and procedures.
2. Knowledge of PEI and related fuel industry operating standard.

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.
3. EPA Title 40 Part 280 Certification for Class A & B.
4. ATCP 93-Certification Class A, B and C for State of WI.
5. Two (2) years of fuel field experience and/or equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of certifications and licenses upon employment.**