

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



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

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

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

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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Resource Conservationist Project Manager
POSITION NUMBER: 03044
DEPARTMENT: Eco Services
LOCATION: N7332 Water Circle Place Oneida WI
DIVISION: Environmental, Health, Safety, Land & Agriculture
RESPONSIBLE TO: Eco Services Manager
SALARY: E04 \$39,966/annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: July 21, 2021
CLOSING DATE: August 23, 2021
Transfer Deadline: July 28, 2021
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

Work with farmers and lease holders to develop new and/or update existing farm management plans that address natural resource concerns; provide information concerning Farm Bill conservation programs; and assist in the development of conservation contracts according to the NRCS Conservation Program Contracting Manual. Performs on-site inventory and evaluations; recommends and assists in conducting necessary preliminary surveys; and provides recommendations for feasible practices to solve resource concerns. Recommends practices to farmers which help control erosion and conserve soil and water. Evaluates the effects of land use alternatives on soil, water, plant, air, and animal resources. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist agricultural producers to develop farm management plans that address natural resource concerns.
2. Accelerate participant enrollment in USDA-NRCS Farm Bill conservation programs.
3. Operate a tractor with implements for planting and mowing of conservation practices and non-federal project hours.
4. Carries out a follow-up schedule for applying soil conservation practices in accordance with plan and contract schedules.
5. Gives technical guidance and assistance to cooperating landowners in making needed revisions to their conservation plans and contracts.
6. Conducts environmental education on natural resource issues, water quality, and general conservation. Attends Oneida Nation events to promote NRCS programs and activities. Collaborates with partnering agencies and organizations.
7. Performs informational duties such as writing stories and news articles; giving talks at meetings; participating in conservation demonstrations; conducting conservation field tours; and staffing displays at various outreach events.
8. Apply applicable NRCS and Farm Bill programs to address resource concerns and explains financial assistance programs and payment procedures to applicants and contract holders. Reports work completed in the NRCS reporting system.
9. Utilizes available computer software programs as needed. Enters conservation planning data and applied practices into the field office computer system.
10. Conduct regular follow-up on all scheduled practices assigned; develops operation and maintenance agreements for practices; performs annual contract reviews to ensure contract schedules are followed and practices are being maintained according to NRCS standards and specifications. Notify the NRCS designated contact when practices are behind schedule.

JOB DESCRIPTION

Resource Conservationist Project Manager

Page 2

DUTIES AND RESPONSIBILITIES (Cont.)

11. Review practice designs for complete as-built documentation and ensures that all components of the design are completed according to standards and specifications prior to certification and payment recommendation.
12. Fully utilizes Toolkit and Pro Tracts programs in the documentation and management of conservation plans and technical assistance by the NRCS Service Center. Utilizes current technology including electronic data collection and geographic information systems to perform duties.
13. Assist in administrative, fiscal, and technical responsibilities for a wide variety of Farm Bill and NRCS programs carried out at the Field Office which may include but not limited to Conservation Stewardship Program (CSTP), Conservation Technical Assistance (CTA), and Environmental Quality Incentives Program (EQIP).
14. Tracks and reports data elements associated with the services provided so that the data can be entered into appropriate databases to track accomplishments.
15. Demonstrates an awareness of USDA Civil Rights policies and responsibilities and performs all duties in a manner which consistently demonstrates fairness, cooperation and respect to co-workers, office visitors and all others in the performance of official business.
16. Obtain all program and project approvals from Oneida Land Commission prior to planning any land practices.
17. Completes monthly reporting and annual performance measures and annual target completion quantities as listed in "Expected Accomplishments and Deliverables" USDA NRCS /Oneida Agreement.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. 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, stoop, kneel, crouch, crawl and lift and/or move up to fifty (50) pounds.
2. Work is performed in an office and outdoor field setting.
3. Field settings may involve inclement weather, heat and cold.
4. A 2 step Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to obtain all relevant NRCS soil conservationist credentials.
2. Ability to calibrate, maintain and operate survey equipment such as laser levels, theodolites, total stations, and data collectors is required.
3. Ability to exercise independent judgment and work in a self-directed work environment taking full responsibility for performance and work outcomes.
4. Ability to plan, organize, and schedule priorities; handle multiple tasks and meet deadlines.
5. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
6. Skill in operating Microsoft office Suite word-processing, spreadsheets, and database software programs in a Windows environment to create workplan, grant, operational, financial, and other reports.
7. Skill in preparing, reviewing, and analyzing operational and financial reports.
8. Ability to establish and maintain productive working relationships with a wide variety of personalities and cultural backgrounds to effectively carry out job duties, demonstrating tact, objectivity, respect, and maturity.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. 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.
13. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin 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 Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

JOB DESCRIPTION

Resource Conservationist Project Manager

Page 3

PREFERRED QUALIFICATIONS:

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

1. One (1) year experience in natural resource project bidding, contracting and project implementation management.
2. Two (2) years of experience using Geographic information systems, Trimble Survey GPS equipment to collect data and interface in AutoCAD Land Desk Top Software or Civil 3D.
3. Three (3) years of operation and maintenance on basic farm equipment including but not limited to a 130 hp tractor, mowers, seeders, disks and drags.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Civil Engineering, Natural Resources, Environmental Sciences, or closely related field.
2. Knowledge and one (1) year experience working with the Farm bill and USDA funding programs.
3. Two (2) years of experience in planning, designing, and/or implementing Best Management Practices on Agricultural Land; and/or an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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