

**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  
Fax: (920) 496-7490

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

**SECOND POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY**

**POSITION TITLE:** Natural Resources Technician II  
**POSITION NUMBER:** 01787  
**DEPARTMENT:** Conservation  
**LOCATION:** N8047 County U Oneida WI  
**DIVISION:** Environmental, Health, Safety, Land & Agriculture (EHSLA)  
**RESPONSIBLE TO:** Natural Resources Technician Supervisor  
**SALARY:** NE06 \$15.41/Hr. (NEGOTIABLE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** October 19, 2021  
**CLOSING DATE:** October 29, 2021  
**Transfer Deadline:** October 26, 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**

Assist in protecting the Oneida Nation's natural resources by maintaining rural recreational trails and pedestrian routes, trees and shrubs, stocking and monitoring lakes, streams, and wildlife, and by implementing water and air protection standards. Participate in community conservation, education and cultural awareness projects and special events. Maintain equipment and documentation for the program activities and operations. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Assist in the evaluation of the condition of the plants and animals and the natural habitats by monitoring and surveying activities by collection samples and data.
2. Assist in the coordination of community conservation, education and cultural awareness projects and special events.
3. Attend meetings and assists in scheduling and conducting presentations and educational programs to community agencies and members.
4. Conduct field surveys of natural habitats and collects data and samples of the soil, water, and air; implements soil erosion controls and water and air protection standards as directed.
5. Assist in the operating and maintenance/servicing of data-collection instruments, test equipment and other support equipment.
6. Establish and maintain rural recreation/natural areas and associated trails and provide maintenance for community pedestrian transportation routes.
7. Perform tree and shrub hazard abatement, invasive species control, wood utilization and delivery, and timber stand improvement according to established policies and procedures.
8. Operate and perform routine maintenance of power tools and other light and heavy equipment used in the application of natural resources, forestry and trails, and related assignments.
9. Monitor and stock lakes and streams in order to maintain fish habitats.
10. Maintain wildlife habitats through effective conservation practices.
11. Construct benches, tables, bridges, shelters, and signs by operating a variety of power tools and light equipment.
12. Maintain current documentation of the natural resources program information.
13. Mentor, coach and provide guidance to the Natural Resource Technicians, Trainees, and other assisting personnel.
14. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
15. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

## **JOB DESCRIPTION**

### **Natural Resources Technician II**

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

16. 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 and sit; reach with hands and arms.
2. Occasionally stand; and stoop, kneel, crouch, or crawl; lift, push, or pull up to thirty (30) pounds and lift and/or move up to fifty (50) pounds
3. Work is generally performed outdoors. Exposure to natural weather conditions including exposure to heat, cold, rain, snow, wind, bugs and various dusts and mists may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Evening and/or weekend work may be required.
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. Knowledge of the Oneida Nation's lands and its plants and animals.
2. Knowledge of department organization, functions, objectives, policies, and procedures.
3. Knowledge of and ability to operate hand and power tools, chainsaws, table saws, tree spade, wood splitter, woodchipper, bobcat, tractor, generators, ATV, electro-shocking equipment, motorized boats, trucks, 6-wheel gators, forklift, man-lift, wood planer, survey equipment, and other related equipment.
4. Knowledge of basic construction techniques used in building trail structures, benches, tables, and shelters.
5. Knowledge of proper safety techniques utilized in tree felling and bucking.
6. Skill in maintenance of accurate records and identification of resource conditions and problems of on-going projects.
7. Skill in use of photographic equipment and other surveying instruments for documentation.
8. Ability to exercise independent judgment.
9. Ability to work independently and meet strict timelines.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
12. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
16. 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.
17. A valid driver's license or occupational driver's license is 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 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.

#### **PREFERRED QUALIFICATIONS:**

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

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#### **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 fifty (50) and older are exempt from this requirement.
3. Three (3) years of work experience in landscape maintenance, forestry, or conservation work; and/or an equivalent combination of education and experience may be considered.

**ITEMS TO BE SUBMITTED: Must provide a copy of diploma, license, degree or certification upon employment.**