

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

OPEN TO ALL APPLICANTS

POSITION TITLE: Groundskeeper
POSITION NUMBER: 03152
DEPARTMENT: Grounds Keeping
LOCATION: W1278 Ranch Rd Oneida WI
DIVISION: Public Works
RESPONSIBLE TO: Field Supervisor
SALARY: NE4 \$12.73/Hr. (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 29, 2021
CLOSING DATE: Until Filled
Transfer Deadline: December 6, 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

Responsible for grounds maintenance for Nation's parks, roads and buildings. This position is responsible for snow removal, operating and maintenance of lawn equipment and hand tools required to complete daily duties. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Operate and perform preventive maintenance for powered equipment: such as push mower, riding lawn mower, lawn tractor, twin axle vehicle, snow blower, edger, hedger, weed eater, backpack blower and hand tools.
2. Operate fleet vehicles to include pick-up truck with and without trailer, pick up with plow.
3. Use hand tools to complete daily job duties such as: shovel, rake, backpack blower, tree trimmer for lawn maintenance on grounds, parks, and roads.
4. Perform routine maintenance on all assigned equipment used to complete daily assigned duties.
5. Assist with landscape projects to include planting bulbs, trees, grubbing, underlayment, and edging.
6. Responsible for snow removal for sidewalks, parking lots, parks, and road and experience in operating a snow blower, shovel, salt, salt spreader, and truck with plow.
7. Assemble, repair, install playground equipment as needed, fall zones, grill maintenance, empty garbage, pick up litter, and maintain sports fields.
8. Shovel snow from sidewalk and salt walkways.
9. Maintain building repairs such as painting and moving office furniture and supplies.
10. Operate riding lawnmowers, snow blowers, small tractors, and small bobcat. Maintain all equipment used to perform duties.
11. Assist with installing various signs required for parks, roads, and grounds.
12. Assist D.P.W. Facilities with building repair, paint projects, office furniture relocation or disposal.
13. Assist with special events as required by department.
14. Complete required paperwork, reporting and other required documentation.
15. Report all defective or dangerous equipment to supervisor.
16. Attend all mandatory and required training to complete job duties.
17. Ability to work irregular schedule based on project demand and/or weather.
18. Contributes to a team effort and accomplishes related results as required.

JOB DESCRIPTION

Groundskeeper

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DUTIES AND RESPONSIBILITIES (Cont.):

19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. 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, walk, bend, stoop, squat, push/pull, and lift and/or carry up to one hundred (100) pounds with assistance.
2. Occasionally crawl, climb heights, reach above shoulder, crouch, kneel, balance, and carry and/or lift fifty (50) pounds without help.
3. Work is generally performed in an indoors and outdoors setting with a high noise level.
4. Exposure to natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris and hazards may occur while performing outdoor duties.
5. Protective clothing may be required.
6. Must have and maintain a working phone.
7. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

STANDARD QUALIFICATIONS:

1. Knowledge of lawn care and operation of riding lawnmower, hand tools and snow removal.
2. Knowledge of appropriate safety procedures required when operating equipment and performing groundskeeper duties.
3. Knowledge of lawn care.
4. Knowledge of operation of riding lawnmower, snow blower, small tractor and small bobcat.
5. Ability to work with little or no supervision.
6. Must be able to work evenings, weekends and be on call twenty-four (24) hours.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
10. 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.
11. 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. Must be eighteen (18) years of age or older.
3. High School Diploma, HSED Diploma or GED Certification. Applicants age fifty (50) and older are exempt from this requirement; one (1) year of previous grounds keeping experience; an equivalent 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.**