

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

APPLY ONLINE AT:

<http://oneida-nsn.gov>

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

OPEN TO ALL APPLICANTS

POSITION TITLE: Audio/Visual (A/V) Technician
POSITION NUMBER: 02433
DEPARTMENT: MIS
LOCATION: 2100 Airport Rd Green Bay WI
DIVISION: General Manager
RESPONSIBLE TO: Supervisor of Network Services
SALARY: NE7 \$16.95-\$23.73/Hr
CLASSIFICATION: Non-Exempt
POSTING DATE: November 16, 2021
CLOSING DATE: Until Filled
Transfer Deadline: November 23, 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

This position is primarily responsible to design, install, and maintain sound systems and video distribution systems in various environments to include entertainment venues (casino and golf course), office areas, conference rooms and training rooms, educational facilities, health and fitness facilities, and select custom residential environments. Install and repair audio/visual communication systems to ensure reliable operation. Troubleshoot, conduct preventive maintenance, and perform system diagnostic checks. Provide technical guidance and support to various MIS projects. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service at all times to include but not limited to addressing customer and employee needs courteously and promptly.
2. Complete requests for A/V services and respond to trouble calls from various departments.
3. Setup and prepare A/V equipment for operation, in accordance with departmental policies and user needs.
4. Monitor and maintain all audio-visual equipment (i.e. audio, visual, sound, projection systems) for operation. Develop and maintain a preventative maintenance schedule.
5. Provide quality control on audio visual systems to make sure they are working properly, repairing and maintaining electronic equipment, to include but not limited to: audio, video, sound, and projection systems.
6. Maintains system service information.
7. Assist with upgrades and new installations of complex audio, video, projection, automated control, switching, and distributions systems.
8. Maintain A/V hardware inventory.
9. Manage the internal/external digital signage system applications (e.g. Bally Coolsign).
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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, walk, stand, stoop, kneel, crouch, crawl; use hands to feel and reach with arms; and talk and hear.
2. Occasionally lift and/or move up to fifty (50) pounds.
3. Ability to work at heights using lifts and/or ladders.
4. Incumbent may be exposed to inclement weather, heat and cold.
5. Must be willing to work shifts which include working evenings, weekends, and holidays.
6. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of audio/visual technology and operations.
2. Possess excellent technical troubleshooting skills.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Skill in preparing, reviewing, and analyzing operational and technical reports and manuals.
5. Ability to communicate efficiently and effectively both verbally and in writing.
6. Ability to exercise independent judgment.
7. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
8. Ability to work independently and meet strict timelines.
9. Ability to prioritize workload.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
13. 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 Gaming Division.
14. 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 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.

1. Experience working with audio/video signal distribution systems; installation of A/V equipment; installation of supporting various video display technologies.
2. Experience working with large screen projection systems, small screen projection systems and kiosks.
3. Experience with Bally hardware and software.

MINIMUM QUALIFICATIONS:

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

1. Associates Degree in Electronics or closely related field.
2. One (1) year of experience in Audio/Visual or closely related field; and/or equivalent combination of experience may be considered.

ITEMS TO BE SUBMITTED:

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