

**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>

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

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

### **POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Project Technician/Manager  
**POSITION NUMBER:** 02413  
**DEPARTMENT:** Eco Services  
**LOCATION:** N7332 Water Circle PL. Oneida WI  
**DIVISION:** Environmental, Health, Safety, Land & Agriculture  
**RESPONSIBLE TO:** Eco Services Manager  
**SALARY:** E05 \$45,961/Annually (NEGOTIABLE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** January 7, 2022  
**CLOSING DATE:** February 7, 2022  
**Transfer Deadline:** January 14, 2022  
**Proposed Start Date:** As Soon As Possible

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### **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.

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### **POSITION SUMMARY**

This position will co-administrate and implement the Nations agricultural nonpoint program. Perform a variety of duties, to include grant writing and administration, budget development and oversight, development of annual work plans, best management practices survey and design to Natural Resources Conservation Service (NRCS) Standards, project bidding contracting, and implementation. Technical GPS and design skills are essential, as well as farm equipment operation for implementation and maintenance of projects. Continuation of this position is contingent upon funding allocations.

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### **DUTIES AND RESPONSIBILITIES:**

1. Co-manage the Oneida Tribal Nonpoint Program, including budget development, grant writing/administration, work plan development, and oversight.
2. Survey and design best management practices on Tribal Agricultural land using Trimble GPS equipment and AutoCAD Civil 3D Software.
3. Manage related projects to include obtaining bids and proposals, negotiating contracts, monitoring projects to ensure adherence to budget and time requirements, and compliance with code and regulation standards.
4. Operate basic farm equipment to assist in the implementation and/or maintenance of tribal best management or restoration projects.
5. Provide technical assistance to other environmental staff, other departments, committees, and multi-department teams on programs and projects.
6. Work with cross-functional teams to implement natural resource and environmental projects.
7. Provide monthly reports of work tasks, grant reports, and updates of project funding sources as needed in Microsoft Excel and Word.
8. Provide survey assistance and mapping services to tribal departments as requested.
9. Work with minimal supervision in a technically challenging and changing project focused program.
10. Position will work closely and cooperatively with the other Nonpoint Technician, the Natural Resource and Conservation Service tribal liaison, boards, committees, and departments that coordinate to implement the Nonpoint Program.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
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 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 settings.
3. Office setting requires incumbent to frequently sit, walk, talk, see, hear, and use the computer for long hours.
4. Field settings may involve inclement weather, heat and cold.
5. 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. 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.
2. Ability to calibrate, maintain and operate survey equipment such as laser levels, theodolites, total stations, and data collectors.
3. Ability to exercise independent judgment, work in a self-directed work environment, and taking full responsibility for performance and work outcomes.
4. Ability to plan, organizes, and schedule priorities; handle multiple tasks and meet deadlines.
5. 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.
6. Ability to communicate effectively both verbally and in writing.
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 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.

**PREFERRED QUALIFICATIONS:**

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

1. Experience in natural resource project bidding, contracting, and project implementation management
2. One (1) year of experience of grant writing, managing, grants budget oversight and/or grants administration.
3. Two (2) years' experience in planning, designing, and/or implementing Best Management Practices on Agricultural Land.
4. Four (4) years of professional expertise using Trimble GPS equipment to collect data and AutoCAD Civil 3D or similar equipment or software

**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; and/or equivalent combination of education and experience.
2. Three (3) years of operation and maintenance on basic farm equipment including but not limited to a 130 hp tractor, mowers, seeders, disks, drags etc.
3. Course work and experience using Geographic Information Systems.

**Must pass the following tests in order to receive an interview:**

1. Set up Trimble GPS Rover, perform a topographic survey, and integrate points into AutoCAD Civil 3D.
2. Farm equipment set up and operation.

**ITEMS TO BE SUBMITTED:**

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