

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



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

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>

OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Water/Wastewater Specialist Postgraduate (2 years)
POSITION NUMBER: 05223
DEPARTMENT: Utilities
LOCATION: 200 W. Mason Street, Oneida, WI
DIVISION: Public Works
RESPONSIBLE TO: Utilities Wastewater Manager
SALARY: NE08 \$18.64/hr. (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 12, 2022
CLOSING DATE: Until Filled
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 Program is designed for applicants who have completed their post-secondary education and would like to gain work experience in their field of study. Applicant will be hired in a Tribal Department to gain work experience and will be hired up to two (2) years. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Collect water samples for synthetic organic compounds, inorganic compounds and volatile organic compounds, and other water routine sampling.
2. Review and compile water quality data to be sent to Environmental Protection Agency (EPA) before deadlines.
3. Prepare technical reports and information which may include results from the water test, new developments or plans.
4. On a monthly basis, collect residential water samples for routine coliform testing.
5. Complete wastewater samples at the Wastewater Treatment Facility.
6. Conduct analysis for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), Dissolved Oxygen (DO), Potential Hydrogen (pH), Ammonia, Total Phosphorus, and Fecal Coliform for Wastewater.
7. Compile and calculate data for discharge monitoring reports required by the Environmental Protection Agency (EPA).
8. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
9. 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.
10. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, walk, and carry/lift up to (25) pounds.
2. Occasionally crouch, climb, kneel or bend.
3. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

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STANDARD QUALIFICATIONS:

1. Knowledge of lab equipment.
2. Skills with a personal computer.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to work both independently and as a team.
5. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
6. Ability to represent the organization in a professional manner, building respect and confidence.
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 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.
11. A valid driver's license or occupational driver's license, reliable transportation and insurance 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.

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 have a post-secondary degree. Attach a copy to the Application for Employment.
3. An Associate Degree in Water Quality or closely related field.

ITEMS TO BE SUBMITTED:

1. A copy of degree, diploma or certificate.
2. Resume.
3. Two (2) current letters of recommendation.

***NOTE:** I understand that this position is for two (2) years.