

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### **APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Dr  
Green Bay, WI 54303



#### **OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### **APPLY ONLINE AT:**

[www.oneidanation.org](http://www.oneidanation.org)

**POSITION TITLE:** Agricultural Worker I (Sub-Relief)  
**POSITION NUMBER:** 00216 and 01775  
**DEPARTMENT:** Oneida Nation Farm  
**LOCATION:** N6010 Hwy C Seymour, WI  
**DIVISION:** Enterprise  
**RESPONSIBLE TO:** Agricultural Supervisor  
**SALARY:** NE06 \$10.02/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** March 29, 2011  
**CLOSING DATE:** Ongoing Recruitment  
**Proposed Start Date:** Applicants will be placed in a pool and will be notified as positions become available.

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin 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 performs manual labor associated with the normal operation of an agricultural farm. The ideal candidate will possess a general understanding of agricultural operations. Must be willing and able to work flexible hours and be on call twenty-four (24) hours a day. During peak planting and harvesting season employee must be willing and able to work a full seven (7) day work week to include as many hours as needed and provide weekend and holiday coverage on a rotating schedule. No known allergies to animals and crops. This position, at times, will require hard physical labor. This is an agriculturally exempt position. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Plant, cultivate, and harvest feed grain for livestock. Assist in maintenance of planting and harvesting activities.
2. Operate and maintain farm machines for general field work including tilling, seeding, and harvesting.
3. Maintain farm buildings, fences, corrals, feed bunks, and watering systems etc. as needed/required.
4. Mix feed and additives fill feed troughs with feed and water livestock.
5. Herd livestock to pasture for grazing.
6. Observe and examine cattle to detect diseases and injuries, etc
7. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
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.

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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand, walk, climb heights, balance a full eight (8) hour work day and longer; carry up to fifty (50) pounds and lift up to thirty (30) pounds.
2. Occasionally sit, bend/stoop and push/pull; carry up to seventy-four (74) pounds and lift up to fifty (50) pounds.
3. Work environment is not dust, noise or chemical free. No known allergies to livestock or crops.
4. Must complete a Self Disclosing Physical Questionnaire prior to employment.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

**STANDARD QUALIFICATIONS:**

1. Ability to follow directions and work independently.
2. Must be able to work flexible hours. Must be able to stand and work a full eight (8) hour work day and longer as needed/required.
3. Ability to work long, hard hours is required. During peak planting and harvesting season employee may be expected to work a full seven (7) day work week. Provide weekend and holiday coverage on a rotating schedule.
4. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
5. Must be willing and able to obtain additional education and training.
6. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
7. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
8. A valid driver's license. Must obtain a Wisconsin 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 Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

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

1. Previous experience in agricultural activities.

**MINIMUM QUALIFICATIONS:**

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

1. Must be 18 years of age or older.
2. High School Diploma, GED Diploma, or HSED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.

**ITEMS TO BE SUBMITTED:**

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