

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

909 Packerland Drive  
Green Bay, WI 54303

#### APPLY ONLINE AT:

<http://oneida-nsn.gov>



#### OR MAIL TO:

P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

**POSITION TITLE:** Transportation Dispatch  
**POSITION NUMBER:** 00782  
**DEPARTMENT:** Transit  
**LOCATION:** W1146 Ranch Rd Oneida WI  
**DIVISION:** Governmental  
**RESPONSIBLE TO:** Transit Manager  
**SALARY:** NE08 \$12.13/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** October 17, 2016  
**CLOSING DATE:** October 24, 2016  
**Transfer Deadline:** October 24, 2016  
**Proposed Start Date:** As Soon As Possible

#### **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.

#### **POSITION SUMMARY**

Accomplish the Public Transit System objectives by providing dispatch support for the Oneida Public Transit System. Ensure public transportation programs throughout the geographical area of the reservation are maintained in accordance with established laws, regulations, policies, and procedures. Continuation of this position is contingent upon funding allocations.

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

1. Answer telephone; retrieve information from the caller, coordinate request with the schedule, and dispatch service request to appropriate Transit Driver.
2. Assist drivers in scheduling vehicle maintenance.
3. Maintain preventive maintenance records and ensures vehicles are scheduled for maintenance regularly.
4. Relay repair needs and estimates to Transit Manager.
5. Verify daily fares, count money with the drivers, and submits to Transit Manager.
6. Prepare monthly reports of fares, quarterly reports, and other reports to Transit Manager and other pertinent individuals.
7. Maintain records of revenues and transit system usage.
8. Adhere to all state and federal rules, regulations, and traffic laws.
9. Attend weekly staff meetings to plan schedules, events, and trips, and to report on progress, incidents, and other relevant items.
10. Attend additional training as required.
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 walk.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift/carry up to twenty-five (25) pounds.
3. Work is generally performed in an office environment with a moderate noise level

## **JOB DESCRIPTION**

### **Dispatcher**

#### **Page 2**

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: (Cont.)**

4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of the geographical area of the Oneida Nation Reservation and surrounding communities.
2. Knowledge of the Oneida community, history, and culture.
3. Knowledge of records management and basic accounting procedures.
4. Skill in maintaining accurate records.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Ability to exercise independent judgment.
7. Ability to handle multiple tasks and meet deadlines
8. Ability to work independently and meet strict time lines.
9. Ability to analyze situations and adopt appropriate courses of action.
10. Ability to plan, organizes, and schedule priorities efficiently.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
13. Ability to operate two-way radios.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Tribe 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 Tribe's Gaming Division.

#### **PREFERRED QUALIFICATIONS:**

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

1. Skill in operating standard office equipment such as typewriter, calculator, copy, fax machine, personal computer, and dispatch equipment.

#### **MINIMUM QUALIFICATIONS:**

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

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement; six (6) months dispatching 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.**