

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

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

FIRST POSTING OPEN TO ONEIDA ENROLLED MEMBERS ONLY

POSITION TITLE: Transportation Dispatch
POSITION NUMBER: 00782
DEPARTMENT: Transit
LOCATION: 3759 W Mason St Oneida WI
DIVISION: Governmental
RESPONSIBLE TO: Transit Supervisor
SALARY: NE4 \$12.74/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: July 27, 2021
CLOSING DATE: August 3, 2021
Transfer Deadline: August 3, 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

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 to Transit Supervisors.
5. Verify daily fares, count money with the drivers, and maintain records of revenues and transit system usage.
6. Create, maintain, and monitor computerized daily manifests/schedules for dispatching and routing transit services; modify and update schedules to improve services.
7. Perform a wide variety of clerical duties including answering a multi-line phone, receiving, and sorting mail, and data entry and typing duties; maintain accurate records, logs, and files on transportation; create monthly reports.
8. Provide a variety of public transportation information to passengers, the public and other public agencies; provide quality customer service and respond to public inquiries and requests for service in a courteous manner.
9. Adhere to all state and federal rules, regulations, and traffic laws.
10. Attend staff meetings to plan schedules, events, and trips, and to report on progress, incidents, and other relevant items.
11. Attend additional training as required.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. 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.

JOB DESCRIPTION
Transportation Dispatch
Page 2

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk. Occasionally stand, stoop, kneel, crouch, crawl, and lift/carry up to twenty-five (25) pounds.
2. Work is generally performed in an office environment with a moderate noise level.
3. 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 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 timelines.
9. Ability to analyze situations and adopt appropriate courses of action.
10. Ability to plan, organize, 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 Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
17. 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.

PREFERRED QUALIFICATIONS:

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

1. Six (6) months dispatching experience.

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 fifty (50) and older are exempt from this requirement.
2. One (1) year customer service experience; an equivalent combination of education and experience may be considered.
3. Must type 25 wpm.

ITEMS TO BE SUBMITTED:

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