



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Transit Manager**
SUPERVISOR: Tribal Roads Manager
LOCATION: Lac Du Flambeau Transit Program (Tribal Roads)
POST DATE: **June 30, 2025**
CLOSING DATE: **Open until filled**

General Description: The primary responsibility of this position is to oversee the day-to-day operations of the Lac du Flambeau Transit program in a safe and efficient manner, following Federal, State, and Tribal regulations.

Qualifications: Bachelor's Degree from an accredited college or university, with major coursework in Business Administration, Public Administration, Transportation Planning or a closely related field. Four years of experience in the operation of a municipal transit system including at least one year in a supervisory capacity. Five years of uninterrupted driving required. Must currently hold and maintain a Class D Wisconsin Driver's License and be insurable. Must be able to receive a CDL with the "P" endorsement upon hire. **Employees are subject to Federal Transit Authority (FTA)-Department of Transportation (DOT) Drug and Alcohol testing and employment will be contingent on the results of such testing.** Must successfully pass a Caregiver background investigation and a reference check with previous employers.

Salary: \$25.00-30.00/hr. depending on experience.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description

A. TITLE OF POSITION: Transit Manager

B. DEPARTMENT: Lac Du Flambeau Tribal Roads Department

C. SUPERVISOR'S TITLE: Program Manager of Tribal Roads Department

D. DESCRIPTION OF DUTIES: Responsible for the safe management and operations of the Lac Du Flambeau Transit program. This position will report to the Tribal Roads Manager. Duties to include implementation of all schedules, oversee daily transit operations, implement and schedule safety training, compliance and financial reporting of the Transit Program, and assist in preparing Federal, State, and Tribal reports for the program. Candidate will also be responsible for the general supervision of all transit employees. Specific responsibilities include but are not limited to the following:

1. Responsible for the implementation of transit schedules, fixed-route and demand-response, service levels, fares, operating hours, facilities, and recommending service changes as required.
2. Assists in the selection and development of existing and new staff, assuring staff are following all safety requirements, and assuring compliance with regulations. Recommend resolution of employee disputes or grievances. Maintain high standards of efficient and professional operations.
3. Supervise and participate in the development, implementation, administration, and modification of a variety of public transportation systems and regulations. Administer and direct transit-related work activities, projects and programs, reviewing and evaluating related work products. Participate in master planning for transit operations and facilities, including short and long-range transit plans, operational plans, financial plans, and fleet management plans. Prepares administrative and operational reports for review by others.
4. Research, apply, and administers state and federal grants for Transit Operations, and improvement projects.
5. Develop Requests for Proposals (RFP) for the procurement of transit equipment, materials, and services, applying all applicable local, State, and Federal grant regulations and requirements.
6. Maintains a positive working environment with staff, supervisors, outside agencies, and the public using principles of good customer service and effective conflict resolution.
7. Attends meetings and trainings with outside agencies and commissions; provides leadership for the Transit Program.
8. Monitoring and evaluating transit performance.
9. Developing and implementing new technologies and initiatives.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with Employees, Tribal Departments, State and Federal agencies
2. **External:** contact with the general public on a daily basis

F. SUPERVISORY RESPONSIBILITIES: Transit Staff and afternoon Supervisor

G. SUPERVISION RECEIVED: Minimal supervision, exercising independent judgment and initiative in a number of complex, responsible and sensitive areas. The Transit Manager supervises assigned professional, technical and administrative support personnel.

H. EDUCATION: Bachelor's degree from a four-year accredited college or university with major coursework in business administration, public administration, transportation planning, or a closely related field. Consideration will be given for the successful operation of a transit program.

I. EXPERIENCE: Four years of experience in the operation of a municipal transit system including at least one year in a supervisory capacity. Five (5) years of uninterrupted driving required.

J. SKILLS:

1. Principles and practices of management relating to a municipal transit system.
2. Budget preparation and monitoring of complex programs.
3. Good practices of leadership, motivation, team building, and conflict resolution.
4. Strategic planning skills in short-range/long-range Transit Plan.
5. Analyze operations, initiate improvements, and respond to transit growth.
6. Communication skills both verbal and written in comprehensive technical reports.
7. Project budget development and expenditure control of capital improvement plans.
8. Ability to compile, assemble, and analyze data to improve program.
9. Ability to exercise independent judgement, decisiveness and creativity.
10. Oversee contracts and relationships with vendors and suppliers.
11. Collect and analyzes transit data to identify areas for improvement and optimization.
12. Provide direct supervision, training, and work evaluation for the effective and safe operation of assigned personnel.
13. The forecast, development and management of annual budget, including forecasting expenses and ensuring compliance with budgetary guidelines.
14. Addresses customer inquiries and complaints, working to improve the overall passenger experience.
15. Models appropriate professional management conduct, maintains appropriate confidentiality of sensitive information.
16. Must have proper radio/phone etiquette and demonstrate exemplary customer service.

K. SPECIAL REQUIREMENTS:

Employees are subject to Federal Transit Authority (FTA)- Department of Transportation (DOT) Drug and Alcohol testing and employment will be contingent on the results of such testing. Must successfully pass a Caregiver background investigation and a reference check

with previous employers. Must not have been found guilty, pled guilty or no contest to any offense under any law involving crimes of theft, fraud, violence, sexual assault, molestation, exploitation, contact, prostitution, or crimes against persons. Must have a minimum of five (5) years of uninterrupted driving experience. Must possess or obtain and maintain First Aid and CPR certification. Must complete FTA approved Drug and Alcohol Awareness and FTA approved Reasonable Suspicion Drug & Alcohol trainings within the first week of employment. Must obtain a proper use of Fire Extinguisher certificate within six (6) months of employment. Must be able to work beyond the regular work schedule, weekends, and holidays if needed.

L. WORKING ENVIRONMENT:

- 1. Work Conditions:** Inside an office setting, but on occasion the manager will have to travel to assigned work sites and be exposed to the elements.
- 2. Exposure to Hazards:** Hazards that come from driving a vehicle, as well as frequent exposure to chemicals, fumes, loud noises. The employee may occasionally be required to work outdoors in different types of weather (rain/snow/extreme cold or heat).
- 3. Physical Requirements:** Regularly required to stand, sit, walk, reach with hands and arms. The employee must occasionally lift and move up to 15 pounds.

M. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Transit Manager to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

N. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

O. SIGNATURES:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resource Director **Date**