



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Transit Shift Supervisor  
**SUPERVISOR:** Tribal Roads Manager  
**LOCATION:** LDF Transit Program  
**POST DATE:** October 22, 2021  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to supervise the dispatchers and drivers during the shift to ensure the Transit Program is providing safe operations and services.

**Qualifications:** Graduation from High School or GED, supplemented by three (3) years of experience and/or training in transit operations. Must have at least three years of proven supervisory experience. Must currently hold and maintain a Class D Wisconsin Drivers License. Must be able to receive a CDL with the "P" and "S" endorsements within three months of employment. 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 have a minimum of five (5) years of uninterrupted driving experience with the last three (3) years being a clear driving record. Must possess or can maintain First Aid and CPR certification. Must complete 60 minutes of FTA approved drug and alcohol awareness training within the first week of employment. Must complete 60 minutes of FTA approved Reasonable Suspicion Drug & Alcohol Training. Must maintain 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. **(This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)**

**Salary:** \$16.50-\$19.50/hr. depending on qualifications.

**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](http://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](mailto: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  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Transit Shift Supervisor

**B. DEPARTMENT:** LDF Transit Program

**C. SUPERVISOR'S TITLE:** Tribal Roads Manager

**DESCRIPTION OF DUTIES:** Responsible for the supervision of all assigned Transit services and employees ensuring shift is fully staffed with drivers and dispatchers, filling in as needed. Responsible for ensuring all employees are aware of and follow applicable policies and procedures.

1. Coordinate, direct, and evaluate assigned employees;
2. Ensure all staff attend all required trainings;
3. Compile and prepare reports when required by management;
4. Ensure all assigned employees complete required daily paperwork and inspections correctly and accurately;
5. Should be able to perform duties of a dispatcher;
6. Should be able to perform all duties of both Bus Driver 1 & II;
7. Ensure all pre and post inspections are being performed daily;
8. Ensure buildings are properly secured according to schedule;
9. Must attend all required meetings and trainings.

**D. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with all Tribal departments and programs.
2. **External:** Daily contact with customers.

**E. SUPERVISORY RESPONSIBILITIES:** Supervises dispatch and drivers.

**F. SUPERVISION RECEIVED:** Moderate supervision from Tribal Roads Manager or designee.

**G. EDUCATION:** Graduation from high school or GED. Must currently hold and maintain a Class D Wisconsin driver's license. Must be able to receive a CDL with the "P" and "S" endorsements within three (3) months of employment.

**H. EXPERIENCE:** Three (3) years required proven supervisory experience required, Five (5) years of uninterrupted driving required.

**I. SKILLS:** Requires the ability to compile, assemble, copy, record, and transcribe data. Requires the ability to exchange information with clarity. Can explain, demonstrate, and help others within well-established policies, procedures and standards. Requires the ability to utilize a wide variety of reference, descriptive or advisory data and information. Must be able to add, subtract, multiply and divide. Must be able to carry out instructions in written, oral or diagram form. Although a semi-standard routine work, the job does require the ability to exercise independent judgement, decisiveness and creativity involving a variety of pre-defined duties. Must always use proper radio/phone etiquette and demonstrate

exemplary customer service. Basic computer skills. Must be able to multi task and prioritize tasks efficiently.

**J. 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 violence, sexual assault, molestation, exploitation, contact, prostitution, or crimes against persons. Must have a minimum of five (5) years of uninterrupted driving experience with the last three (3) years being a clear driving record. Must possess or can maintain First Aid and CPR certification. Must complete 60 minutes of FTA approved drug and alcohol awareness training within the first week of employment. Must complete 60 minutes of FTA approved Reasonable Suspicion Drug & Alcohol Training. Must maintain 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.

**K. WORKING ENVIRONMENT:**

- 1. Work Conditions:** Majority of the responsibilities are performed inside an office but there will be occasional time spent in a vehicle either stationary or moving.
- 2. Exposure to Hazards:** Regular hazards that come from driving a vehicle as well as additional frequent exposure to chemicals, fumes, loud noises in an industrial garage.
- 3. Physical Requirements:** Prolonged sitting.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Transit Shift Supervisor to perform in both a professional and personable manner. The way 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.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter as this program is safety-sensitive and subject to FTA-DOT policy. Caregivers 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. Must not have any driving offenses within the previous three years. Must be dependable.

**N. SIGNATURE:**

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**Employee** **Date**

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**Manager** **Date**

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**Previously signed**  
**Tribal Administrator** **Date**

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**Previously signed**  
**HR Director** **Date**