

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: Driver Half-time
POSITION NUMBER: 00965
DEPARTMENT: Transit
LOCATION: W1146 Ranch Road Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Transit Supervisor
SALARY: NE07 \$11.03/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 27, 2012
CLOSING DATE: Until Filled
Transfer Deadline: February 3, 2012
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 safely transporting fare-paying passengers on regular routes, performing all routing safety inspections of vehicle. Ensure that services are provided effectively and efficiently and in accordance with established traffic laws. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Operate Transit System vehicle to transport passengers on a regular route established by the Manager and for special events as scheduled.
2. Utilize care when operating and maintaining the vehicle.
3. Adhere to all state and federal rules, regulations, and traffic laws.
4. Transport passengers based on requested service calls relayed through the dispatcher.
5. Collect fares for each one-way trip.
6. Maintain accurate daily drivers log/trip sheets and submit to supervisor.
7. Complete daily safety inspection of vehicle prior to first departure to ensure vehicle is equipped with necessary safety equipment; test the vehicles operating systems; reports problem to supervisor.
8. Render assistance to passengers while loading and unloading if needed.
9. Comply with reasonable passenger requests for special services.
10. Attend weekly staff meetings to plan schedules, events, and trips, and report on progress, incidents, and other relevant items.
11. Regulate heating, lighting, and ventilation systems for passenger comfort.
12. Report delays for accidents, poor road conditions, passenger and mechanical emergencies as required.
13. Monitor gas, oil, and water prior to departures and during driving as appropriate.
14. Inspect bus for cleanliness, safety, and appearance and takes required actions to meet prescribed standards.
15. Process passenger complaints and initiates corrective actions designed to improve customer relations and services.
16. Assist dispatcher as requested.

JOB DESCRIPTION

Driver

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DUTIES AND RESPONSIBILITIES: (Cont.)

17. Attend additional training as required.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. 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. Work is generally performed in a bus with a moderate noise level or on the road. The employee is frequently exposed to vehicle fumes or airborne particles, and to outside weather conditions.
2. Frequently sit, stand, reach above shoulder level, push/pull, and carry/lift up to twenty-five (25) pounds.
3. Must complete a Self Disclosing Physical Questionnaire prior to employment.
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. Skill in maintaining accurate records.
4. Skill in performing minor repairs on a passenger bus.
5. Ability to exercise independent judgment.
6. Ability to work independently and meet strict time lines.
7. Ability to analyze situations and adopt appropriate courses of action.
8. Ability to communicate efficiently and effectively both verbally and in writing.
9. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. 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 Tribe's Gaming Division.
14. A CDL (Commercial Driver's License) with a P endorsement and 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.

MINIMUM QUALIFICATIONS:

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

1. Must be at least twenty-five (25) years of age.
2. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement; one (1) year experience operating a bus or comparable heavy vehicle; and/or equivalent combination of education and experience.

ITEMS TO BE SUBMITTED:

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