JOB DESCRIPTION

POSITION: Transportation Specialist

LOCATION: Red Cliff Roads Department

WAGE: Negotiable depending on qualifications

SUPERVISOR: Transportation Director

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION.

JOB SUMMARY: This is a full-time permanent position dependent on available transportation funding and will be responsible for assisting in snow and ice control and road maintenance duties using various types of equipment and operation of various size vehicles including transit buses. Also included in the position responsibilities will be routine and preventive maintenance on equipment, vehicles and tools used in the day-to-day operations of the Transportation Department. This position regularly scheduled workday will follow the established policies for the Red Cliff Band’s “Work Week”. Schedules requiring working early hours, nights, weekends and holidays or as weather dictates will need to follow procedures identified in the employee handbook.

DUTIES AND RESPONSIBILITIES:
1. Operates a variety of equipment for ice and snow removal and road maintenance activities.
2. Operates transit vehicles periodically.
3. Performs routine and preventative transportation facilities maintenance to include road surface grading, vegetation control, traffic control device and drainage facility maintenance.
4. 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.

SUPERVISORY AUTHORITY: None.

KNOWLEDGE: Knowledge of the safe operations of vehicles, buses, medium size trucks and heavy equipment. Knowledge of transportation processes involving road surface maintenance

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and public transportation is highly desirable.

**QUALIFICATIONS:**
1. Must be at least 18 years of age.
2. Minimum of high school diploma, HSED or GED required.
3. Prior work experience is preferred.
4. Applicant must possess a valid Wisconsin Driver’s License. A Valid Wisconsin Commercial Driver’s Class A or B driver’s license with air brake is required at time of hire. Must be eligible to be put on the tribe’s vehicle insurance policy.
5. This position is subject to random drug and alcohol testing pursuant to Department of Transportation rules.
6. Ability to communicate effectively with others, as well as the ability to follow specific instructions.
7. Ability to effectively communicate using telephone, and two-way radios.
8. Good computer skills are required for parts and material ordering, tracking, scheduling and reporting.
9. Ability to operate equipment and machinery, such as snowplow, sander, dump truck, tractor, front end loader, passenger transit bus, and common hand and power tools.
10. Must have the ability to use emergency exits at any location on the bus.
11. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.
12. Excellent interpersonal skills are required for interaction with members of the public utilizing the transportation services of the Red Cliff Tribe.

**PERSONAL CONTACTS:** Will receive direction from supervisor and will have contact with Tribal staff and the general public.

**PHYSICAL REQUIREMENTS:** Ability to operate, equipment and machinery, such as snowplow, sander, dump truck, tractor, front end loader, and common hand and power tools including welding and air tools. Ability to exert moderately heavy (up to 50 pounds) physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is frequently exposed to elevated noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. All Tribal Buildings are smoke free.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally. Position may require some local travel up to a 100 mile radius by vehicle for parts and material pickup.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs 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

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consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

This job description is subject to change at employer’s discretion, after consultation with the employee.

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required, cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** May 22, 2022  
**DEADLINE:** Open Until Filled

**FOR FURTHER INFORMATION CONTACT:**  
Red Cliff Band of Lake Superior Chippewa  
Human Resources Department  
88455 Pike Road  
Bayfield, WI 54814  
www.redcliff-nsn.gov  
hr@redcliff-nsn.gov  
(715) 779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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