



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## TRANSPORTATION MANAGER

### Position Description

<b>Opens: February 22, 2023</b>			
<b>Closes: March 24, 2023</b>			
<b>Department:</b>	Public Works	<b>Reports to (title):</b>	Public Works Director
<b>Job Code:</b>	E-14	<b>Job Location:</b>	Bois Forte Tribal Government Nett Lake, MN
<b>Pay Range:</b>	Min: \$56,308.57 (\$27.07) Mid: \$70,385.71 (\$33.84) Max: \$84,462.86 (\$40.61)	<b>Supervises:</b>	Bus Driver, Transit Dispatcher, Transit Administrative Assistant, Transit Billing Specialist
<b>Hours/week:</b>	40	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	04/03/2019
		<b>Revised Date:</b>	02/21/2023

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Transportation Manager is responsible for the overall development, direction, and management of a Tribal Transportation/Transit program for the Bois Forte Reservation. Includes planning and administration of grant programs; supervision and management of transportation related services equipment and staff; and coordination of compliance in DOT, FTA, and other relevant regulatory agencies.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Responsible for the development and management of Transportation/Transit Program for communities of Bois Forte and surrounding areas.
2. Responsible and accountable for the daily operations, administration, design, budgeting, personnel management, asset management, public relations, and marketing of the Transportation/Transit Program.
3. Maintains appropriate staffing levels.
4. Ensures the program complies with Tribal, federal, state, and local rules/regulations.
5. Prepares goals, objectives, grant applications, and budgets for all levels of the program.
6. Represents the Tribe at various functions relating to transportation and transit.
7. Seeks out and oversees transit contracts with outside agencies and individuals.
8. Procures vehicles and ensure vehicle safety and maintenance.

## *Position Description*

9. Manages, trains, supervises, and evaluates staff and/or contractors performing related work for Bois Forte.
10. Ensures the program meets the goals and objectives of the Bois Forte RTC and remains compliant with grant objectives.
11. Develops operating, program, and fleet management, financial, maintenance, and safety policies and procedures.
12. Educates and markets the Transportation program routes and availability to community and surrounding areas.
13. Develops, maintains, and reviews routes, daily logs and manifests.
14. Seeks funding for potential expansion and development of the Transportation/Transit Program.
15. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
16. Other job-related duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• Five to eight years of similar or related experience.</li><li>• Two (2) years' experience in community planning, supervisory/management, or other relevant field (preferably in a transit related field).</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Associate's degree with emphasis and/or special interest in Community Planning, Management, and/or Business Administration, or related field.</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledgeable in transportation issues and related regulatory programs and be able to teach others.</li><li>• Must have excellent grant writing, written and verbal communication skills.</li><li>• Experience working with federal, state, and local agencies and knowledge of various reporting requirements.</li><li>• Knowledge and experience working with both rural and/or tribal communities.</li><li>• Knowledge of fleet maintenance and commercial drivers' management.</li><li>• Must have excellent report and data entry skills.</li><li>• Must be effective in handling multiple duties and responsibilities.</li><li>• Ability to work well with other professionals and members of the community.</li><li>• Ability to motivate staff as well as strong personal motivational drive and able to work independently in the absence of supervision.</li><li>• Possess strong organizational and problem-solving skills.</li><li>• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li><li>• Ability to perform other duties as assigned.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

### **PREFERRED QUALIFICATIONS**

## Position Description

- Bachelor's degree with emphasis and/or special interest in Community Planning, Management, and/or Business Administration or related field.
- A two-year college degree or completion of a specialized course of a study at a business or trade school or completion of specialized training courses conducted by equipment vendors or job specific skills acquired through on-the-job training or apprenticeship program.

### WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a fair credit reporting act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening: All applicants must successfully pass tribal and MnDOT pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.** Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.