

Route Driver- CREATING POOL OF APPLICANTS FOR  
ANTICIPATED OPENINGS  
Northern Illinois University

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Posted Jun. 9, 2020, expired Oct. 9, 2020

<b>Job Title</b>	Route Driver- CREATING POOL OF APPLICANTS FOR ANTICIPATED OPENINGS
<b>Department</b>	Human Resource Services
<b>Institution</b>	Northern Illinois University DeKalb, Illinois
<b>Date Posted</b>	Jun. 9, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
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**Job Description**

**Primary Function**

Employees in this series perform work related to incoming and outgoing shipments to and from a central receiving facility. They load and unload shipments, package and label materials, and maintain records and equipment. At the higher level, employees drive delivery vehicles and assist in the supervision and training of the Route Driver Helpers.

**Duties and Responsibilities (generally)**

Employees at this level operate delivery vehicles, assist in the receiving and delivery of materials from a central receiving station, and assist in the training and supervision of Route Driver Helpers. They work under general supervision from a designated supervisor.

**Minimum Required Qualifications for this position**

1. Possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s)

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to be operated by the incumbent. (Must possess a current State of Illinois Class 'D' License)

**Education and Experience Preferred**

List the knowledge, skills, and abilities critical to the performance of this position.

- 1.possession of the personal attributes listed for Level I of this series
- 2.thorough knowledge of state laws governing the operation of motor vehicles on state highways
- 3.thorough knowledge of traffic regulations enforced in the community in which the campus is located
- 4.skill in the operation of motor vehicle

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**