

Professional Services
Northern Illinois University

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Posted Jan. 11, 2021, set to expire May 11, 2021

Job Title	Professional Services
Department	Transportation
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Jan. 11, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

The individual will be responsible for safely transporting groups and individuals to both intrastate and interstate destinations. While this individual will primarily operate a motor coach, the individual will also be required to operate passenger vans, cargo vans, sedans and various university trucks. Maintenance of assigned bus as well as general maintenance of the university automotive fleet.

The Transportation Manager or designee will determine priorities for the individual in this position. Written and/or oral instructions will be provided for the performance of duties, in addition to working from previously established guidelines. The individual will also be required to be on duty as scheduled by the Transportation Manager or designee. Overtime may be required, and may be significant at times, in order to effectively perform the duties of the position.

All accidents/incidents, whether on duty or off duty, that may affect the ability to maintain this classification of driver's license must be reported to the Director or designee immediately. All accidents/incidents, while on duty, no matter how minor, must be reported to the Director or designee



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immediately.

Depending on the work to be accomplished and available manpower, this position will be assigned to one or more of the following specific types of activities on a daily basis: l times.

Contact Information

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

Contact

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