**Student Facilities/Maintenance (PCMM Student Route Driver Pool)**

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**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A Resume/Vita 2) A cover letter indicating how your qualifications and experience have prepared you for this position. Please also include your student ID number. 3) Please include your Winter and Spring terms work availability. You may upload your work availability as Other Document 1, if needed. Hired applicants may begin working before the posted anticipated begin date. For additional information please contact: John.Deuel@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Note: All job offers are contingent upon Human Resources final approval. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per OSU Standard 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement.

**Position Details**

**Position Information**

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| **Position Title** | Student Facilities/Maintenance |
| **Job Title** | Student Facilities/Maintenance (PCMM Student Route Driver Pool) |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 50 |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | Starting 10.25 |
| **Max Hourly Rate** | 13.75 (Metro & Standard) |
| **Position Summary** | This recruitment pool will be used to fill multiple part-time (a maximum of 20 hours per week) Student Facilities/ Maintenance positions for the Procurement, Contracts and Materials Management (PCMM) Department at Oregon State University.  The Procurement, Contracts and Materials Management (PCMM) Student Route Driver supports the daily pick up of a variety of materials on campus. This includes special requests, cardboard, surplus and residence halls recycling. This position supports the Recycling Manager. |
| **Position Duties** | 65% ROUTE DRIVING Drives a variety of state owned vehicles, including some very large trucks, to pick up recycling items on campus. Items can include surplus and cardboard and the work includes loading trucks, lifting, carrying, pulling or pushing up to 50 lbs. Uses material handling equipment including hand trucks, pallet jacks and dollies. Follows procedures, including ability to read a manifest for items that need pick up when driving zones and specials routes.  30% WAREHOUSE RECYCLING SUPPORT Assists the Recycling Manager to process recycling in warehouse including sorting, cleaning and staging various recycling materials.  5% Other duties as needed. |
| **Minimum Qualifications** |  |
| **Additional Required Qualifications** | The Materials Management unit supports the sustainability objectives of OSU. The staff and students work with departments to assure that OSU is a leader in reuse and recycling. This requires:  A commitment to recycling.  Excellent customer service.  Attention to detail and following instructions is important to meet customer expectations.  Ability to safely lift, carry, push, pull and move objects weighing up to 50 lbs. Safety is important for all workers.  Some of the work may be outside, entering a variety of buildings and driving large vehicles.  Requires a lot of standing and moving.  Sorting cans and bottles.  Willingness to get dirty and work outside cleaning recycling bins.  A valid driver’s license and a clean driving record.  Enrollment in OSU or LBCC for a minimum of 6 credit hours.  This position is designated as a critical or security-sensitive position; if so, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional criminal history checks every 24 months.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; if so, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per OSU Standard 576-056-0000 et seq. |
| **Preferred (Special) Qualifications** | Experience driving large vehicles.  Moving equipment with hand trucks, pallet jacks and dollies.  A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | Be available to work 10-20 hours per week, with some availability Tuesday evenings and occasional weekends for special events. Warehouse hours are Monday – Friday, 8:00 am to 5:00 pm. Ideally, this position is scheduled in 4 hour shifts, from 8:00 am-12:00 pm or 1:00 pm -5:00 pm. Full time work may be available during breaks and summer term.  Willing to work in warehouse environment with varying, sometimes extreme temperatures and/or weather. |

**Posting Detail Information**

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| **Posting Number** | P03314SE |
| **Number of Vacancies** | Varies |
| **Anticipated Appointment Begin Date** | 04/09/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/22/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 06/18/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A Resume/Vita  2) A cover letter indicating how your qualifications and experience have prepared you for this position. Please also include your student ID number.  3) Please include your Winter and Spring terms work availability. You may upload your work availability as Other Document 1, if needed.  Hired applicants may begin working before the posted anticipated begin date.  For additional information please contact: John.Deuel@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  Note: All job offers are contingent upon Human Resources final approval.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.  This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per OSU Standard 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Other Document 1 (see Special Instructions)