Heavy Equipment Operator/Bus Driver (Pool)

Ongoing, First Review: Friday, February 15, 21019

(Job #19-03) Heavy Equipment Operator/Bus Driver (Pool), $18.62-32.71/hour. Appointments are typically made at the beginning of the salary range. This is a temporary, intermittent hourly, non-benefitted, non-exempt position in Facilities Management. Hours will be sporadic and are assigned on an as-needed basis to support field trips and other off-campus events. Some trips will require single or multiple overnight stays.

Duties: Under the supervision of the Business Services Manager, the incumbent will operate buses, vans, and other vehicles as required to transport students, faculty, and staff for University-related purposes; will provide shuttle service for participants at University-sponsored events; and will meet other transportation needs as required for the University. Incumbents in this position are provided work direction by the Lead Automotive/Equipment Mechanic.

Minimum Qualifications: Equivalent to one year of paid or regularly assigned driving experience in a job involving operation of a bus, shuttle, 15-passenger van, delivery vehicle, or automotive maintenance equipment. Must have a class A or B driver’s license with a passenger transport endorsement and be Air Brake qualified. Must have a current Medical Examiners Certificate. Must have a good driving record (Good driving record is interpreted according to UCAM 6562 which requires each employee who drives a State-owned vehicle to certify that s/he has been issued not more than three moving violations or been responsible for more than three accidents (or any combination of more than three thereof) during the past 12 months) and furnish a current (within 30 days of present date) D.M.V. report. Must be drug free and able to pass a pre-employment and all subsequent random drug and alcohol tests.

Required Knowledge, Skills, and Abilities:
- Knowledge of the rules of safe driving and the provisions of the State of California Vehicle Code pertaining to operation of buses and vans.
- Ability to safely operate buses and vans, including vehicles designed to carry 15 or more persons, including the driver.
- Ability to analyze and respond appropriately to emergency situations.
- Ability to keep accurate records and complete forms and reports as required for the operation of each vehicle operated.
- Ability to maintain a valid California driver's license for the operation of each vehicle operated and carry appropriate certification while driving. License requirements include Class A or B license as well as passenger and air-brake endorsements.
- Ability to maintain an appropriate driving record which is interpreted according to UCAM 6562 which requires certification that incumbent has not been issued more than three moving violations or been responsible for more than three accidents (or any combination of more than three thereof) during the past 12 months.
- Ability to recognize safety hazards and follow practices and laws to insure safety, and follow manuals and guidelines pertaining to operation of State vehicles.
- Ability to follow oral and written instructions and read and write at a level appropriate to the duties of the position.
- Ability to establish and maintain cooperative working relationships with staff, faculty, and students from diverse backgrounds.
- Ability to perform all pre- and post-safety checks required on the vehicles being operated.
- Knowledge and ability to service and make minor repairs and adjustments to buses and vans.
- Ability to complete a State of California defensive driving course. (Course is provided).

Preferred Qualifications:
- Equivalent to three years of paid or regularly assigned driving experience in a job involving operation of a bus, shuttle, or 15-passenger van.
- Possession of a driving record which certifies the incumbent has not been issued more than one moving violation or been responsible for more than one accident (or any combination of more than one thereof) during the past 12 months.

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Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu. Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status. Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: February 1, 2019

Humboldt State University is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form)

**CLICK HERE TO APPLY NOW:** [http://apply.interfolio.com/60122](http://apply.interfolio.com/60122)

(Note: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content will NOT be saved.)

**Application Deadline:** This is an ongoing search. The first review of applications will be Friday, February 15, 2019. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (19-03) and applicant’s last name in the subject line of the message.

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**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.