Bemidji State University

invites applications for the position of:

**Relocation, Delivery and Set-up Specialist**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Central Services Administrative Specialist (00139470)

**OPENING DATE:** October 28, 2019

**BID CLOSING DATE:** Monday, November 4, 2019 at 4:30 p.m.

**CLOSING DATE:** Tuesday, November 12, 2019, at 11:59 p.m.

**POSITION LOCATION:** Bemidji State University Academic Buildings

**WORK DAYS & HOURS:** Unlimited Full-time; Monday – Friday 10:00 a.m.- 6:30 p.m.

**POSITION PURPOSE**

The primary purpose and function of this position is to expedite the moving of equipment and supplies for Bemidji State University and Northwest Technical College. This position will be responsible for driving a state vehicle at times; incumbent must possess and maintain a valid driver’s license and be able to pass a driving history background check.

**Job offer is contingent on a successful criminal background check conducted through the MN Bureau of Criminal Apprehension. The incumbent must also possess a valid driver’s license and be able to pass a driving history background check.**

**PRINCIPLE RESPONSIBILITIES:**

1. **Move and /or arrange office facilities.** Move office contents from one room to another or from one building to another. Moves may include desks, chairs, file cabinets, computers, boxes of books, miscellaneous items including personal items which have been properly packed to prevent damage. Rearrange furniture and items to requestor’s specifications. Ensure that the building that the move started from and the building where the move ended are secure prior to departing. Deliver damaged equipment to the maintenance shop for repair and then return equipment to appropriate area when repair is completed. Furniture, chairs, beds, stoves, etc. will be moved to specified locations when requested by memo or orally from Supervisor. Take soiled laundry to be cleaned and pick up and return when done. Routine maintenance on the delivery van to include keeping windows and mirrors clean. Keeping the cargo area of the delivery van clean and free of clutter. Check fluid levels and tire pressure weekly to ensure safe and dependable operation of the delivery van.

2. **Assist with Campus Delivery, Central Receiving and Warehouse operations.** Provide delivery of freight and supplies to all departments on the BSU and NTC campuses and process appropriate paperwork associated with such deliveries. Ensure that Logistics warehouse operations function smoothly and efficiently. Maintain and clean equipment and facilities, including snow/ice removal. Obtain forklift and powered pallet-jack training and trainer certification and keep certification current; provide training to other Logistics personnel. End result: Logistics warehouse operations function smoothly and efficiently, equipment is properly maintained, and facilities are organized and neat. Warehouse approach is free of snow and ice.
3. **Support Campus Delivery, Central Receiving and Warehouse operations.** Assist with and provide coverage of central receiving functions daily, and in the absence of co-workers, including: receipt, inspection and approval/disapproval of goods shipped to BSU/NTC and subsequent log-in and routing of goods, following all Minnesota State and BSU/NTC policies and protocol. Purchase orders are printed and filed. Maintain courteous relationships with all delivery vendors.

4. **Event Set Up:** assemble and set up sound shells, staging, tables, chairs, and other related equipment for any campus event requiring such set up. Disassemble all equipment after event is done and return equipment to storage. Some set ups can be at locations other BSU such as Bemidji Public Schools, Bemidji armory, and the Sanford Center. These set ups are at the discretion of the appointing authority.

5. **Perform janitor duties in assigned buildings.** To clean offices, offices corridors, class, study and practice rooms, faculty and staff lounges, conference rooms, hallways, stairways, elevators, entrances, auditoriums, tunnel areas, laboratories and all other rooms so that the assigned area is maintained in a sanitary condition. Vacuum all necessary areas. Sweep, dust and mop as needed all floors, walls, doors and entrances. Empty and clean all outdoor trash receptacles and wastebaskets, replace liners. Sanitize floors, walls, mirrors, sinks, urinals, toilet bowls and drinking fountains. Replace paper towels, toilet paper, soap and sanitary bags daily. Replace light bulbs when needed. Place work orders in a timely matter when a repair is needed.

6. **Recycling.** Pickup and delivery of recycling material, fluorescent light bulbs, cardboard etc. from all buildings. Recycling materials will be delivered to Waste Management or other locations when specified. Return empty Recycling bins to previous locations.

7. **Additional Duties:** Perform all other duties as assigned by Supervisor

**MINIMUM QUALIFICATIONS:** (To facilitate proper crediting, please ensure that your application / resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Skill in bookkeeping sufficient to post data and maintain records concerning costs of goods and services and shipment of goods.
- Ability to use customer service skills on the phone, in person, and online to provide general and specialized office support (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically).
- Ability to use hand carts, dollies, forklift, pallet jacks and other devices for moving.
- Database management skills sufficient to access and complete Work Orders without direct supervision or assistance unless assistance is required to complete Work Orders.
- Leadwork skills sufficient to train and guide the work assignments of student workers.
- Must possess a valid driver’s license and have a satisfactory driving record to pass a driving history background check.

**PREFERRED QUALIFICATIONS:**

- High School Diploma or GED.
- Experience using pallet jacks, hydraulic lifts, loading and unloading freight and supplies.
- Experience operating a Bobcat.
- Forklift certification.
- Six months or more related experience.
- English sufficient to read and understand operational manuals.
- Good client/customer service skills.
- Flexibility to change priorities and provide support to both supervising departments throughout any given workday.
• Mechanical ability to complete required tasks of position description.
• Knowledge of different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
• Experience with chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps sufficient to appropriately select the agent(s) handle and apply, and dispose of safely or the ability to learn about them.
• Knowledge of methods, tools, and equipment used in maintenance sufficient to operate and use them effectively and make minor repairs.
• Demonstrates a knowledge of, an interest in, or experience with, diverse cultures and populations.

ENVIRONMENTAL CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee performs majority of duties in offices, conference and meeting rooms, university buildings and outdoors. This position is exposed to extreme temperatures, inclement weather, cleaning chemicals and their fumes, dust, dirt, confined areas and high places as required by maintenance tasks, and noise from air handlers, electrical switching panels, lawn mower, and snow blower. Safety precautions are to be adhered to at all times. Incumbent may work extended and evening hours during various days of the week.

PHYSICAL FACTORS:
• Constant: Close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Stand; walk, use hands to finger, or feel; reach with hands and arms; climb or balance and push, pull, stoop, kneel, crouch or crawl.
• Occasional: Sit, talk or hear, and utilize sense of smell. Lift and/move up to 50 pounds.

APPLICATION INFORMATION:

Internal Bid Process - Open for Bids from eligible BSU AFSCME members from 10/28-11/4/2019. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m. on Monday, November 4, 2019, to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at: https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/


If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to http://www.mn.gov/careers

Note: Internal bid applications will be considered prior to filling the position via the public application process and, therefore, may be closed due to contractual obligations.

If you have general questions about this posting or submitting an internal bid, contact Teresa Hanson, at teresa.hanson@bemidjistate.edu

If you have questions about the position, contact Chris Haley at Christopher.Haley@BemidjiState.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.
This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

UNIVERSITY / COMMUNITY

WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.