

Sul Ross State University
JOB DESCRIPTION

TITLE: Motor Pool Maintenance Worker Group (3)

JOB SUMMARY: Service all University vehicles and Equipment. Perform minor repairs and maintenance duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Vehicle Mechanic Supervisor

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs service on grounds equipment including mowers, weed eaters, etc...
- Performs service, washing, detailing and minor repairs on all university vehicles including automobiles, trucks, heavy equipment, small engines, and perform other related tasks as assigned.
- Safely operates automotive related power equipment.
- Maintain records of vehicle service dates and repairs.
- Identifies malfunctioning or inoperative equipment..
- Maintain records of fuel and lubricant consumption of all service vehicles.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Electronic data entry for service records on all university vehicles and equipment.
- Performs additional job related duties and responsibilities as requested.

MINIMUM QUALIFICATIONS:

Required: High School graduate or equivalent

Preferred: Vocational training

EXPERIENCE: Knowledge of tools, diagnostic equipment, automobiles, and materials used in a mechanic shop. Knowledge of the hazard and safety precautions of the trade.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Diagnostics abilities a plus.
- Tire repair, oil change, vehicle detailing.
- Ability to organize and work effectively with an understanding of organizational policies and activities.

WORKING CONDITIONS:

Usual: University wide; position is Security Sensitive.

Current Driver's license and driving record acceptable to the university must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

1/15/2014