Title: Student Auto Shop Assistant
Department: Facilities Management
Reports to: Building Maintenance Supervisor
Appointment: Academic Year / Summer
Remuneration: Hourly Wage: $8.00 per hour (effective 5/15/16)

Position Summary
The Facilities Management Student Auto Shop Assistant position is an undergraduate student employee who provides assistance to the Auto Tech. Master at Facilities Management. The work includes, but is not limited to, washing & cleaning university vehicles, checking fluids & filling with gas, cleaning the auto shop & assisting the mechanic as needed. A valid driver’s license and ability to obtain state vehicle driving approval are required.

Responsibilities
A. Help maintain campus fleet vehicle to have ready for customers upon scheduled departure time.
B. Help maintain and clean the Chancellor’s vehicle on a weekly basis.
C. Help keep parking lots clean and safe for customers. This includes shoveling, putting sand and salt down and picking up any debris.
D. Assist mechanic with daily shop duties, including maintenance and emergency repairs.
E. SUMMER TIME DUTIES INCLUDE – Assisting mechanic with routine maintenance on 16 building generators. Also, helping in other shops/department of Facilities Management as needed when requested by the supervisor.

Qualifications and Conditions of Employment
A. Must be enrolled as a full-time student during the period of employment.
B. Must possess the physical strength and stamina to perform required work including being able to bend, stoop, kneel, and work on one’s feet for long periods of time.
C. Must have the ability to perform work both indoor and outdoor in conditions that are distracting and uncomfortable.
D. Must have the ability to work with personal protective equipment (PPE) on, such as eye protection, hearing protection, gloves, or dust mask as required.
E. Must have a current and valid driver’s license.

Knowledge, Skills, and Abilities
A. Communicate effectively with supervisor, staff and co-workers.
B. Exercise good judgment at all times.
C. Organize work tasks logically and efficiently.
D. Recognize safety concerns and adhere to safety procedures.
E. Communicate problems and concerns.
F. Ability to learn and use maintenance related equipment.
G. Ability to work independently or as part of a group.