

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

Position Title: Student Office/Transportation Aide
Must work 10 hrs/wk.

1 Grade Level: 1

2a Description: The following are the essential duties for an Office/Transportation Aide in the Maintenance office of the Facilities Management Department:

- A. Wash and maintain fluid levels for the Motor Pool vehicles.
- B. Clean and keep the wash bay organized.
- C. Change oil, filters, starters and alternators on Motor Pool vehicles.
- D. Keep up with automotive maintenance on Motor Pool vehicles.
- E. Performs other job-related duties as assigned.

2b Description: The following are *possible additional* duties for this position:

- A. Run errands.
- B. Inspect Motor Pool cars.

3 Learning Opportunities:

- A. Develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B. How to inspect cars for maintenance problems.
- C. How to maintain correct fluid levels in cars.
- D. Sense of responsibility for others and commitment to good functioning of vehicles and wash bay.

4 Basic Qualifications:

- A. General: Dependability, punctuality, responsibility, respect for confidentiality.
- B. Skill: Valid driver's license.
- C. Physical: Sufficient mobility to wash cars and do automotive maintenance.
- D. Academic: none.

5 Desirable Qualifications:

- A. Be well-organized.
- B. Work quickly and effectively.

6 Narrative Summary: Student washed and maintained fluid levels, changed oil, filters, starters and alternators on vehicles in College Motor Pool. Student also maintained wash bay clean and organized, and tracked maintenance needs of vehicles in Motor Pool.

