Job title: Vehicle Maintenance Assistant

Job Function: Under the supervision of the vehicle mechanic, assist in maintaining the functionality and appearance of all campus vehicles and equipment through preventive maintenance and work order requests. Whitworth owns about 50 vehicles and over 100 pieces of machinery.

Responsibilities:
1. Daily care and servicing of university pool vehicle fleet, including:
   a. Washing
   b. Vacuuming
   c. Window-washing
   d. Removal of ice and snow
   e. Start-up
   f. Fueling
   g. Oil check
   h. Radiator check
   i. Tire check/inflation
   j. Check for safety items
2. Assist vehicle mechanic with vehicle and equipment maintenance and care as needed.

Expectations:
1. Student employees should at all times be good representatives of Whitworth and of the facilities services department, both in the performance of their duties and in interactions with Whitworth constituents while in uniform.
2. Student employees should be present and ready to work at the assigned start time.
3. Students will comply with attendance policy requirements.
4. Student employees are responsible for personally notifying the front office by phone (509.777.3254) when they are unable to be at work on time.
5. Student employees are responsible for parking their cars in the designated parking places and are responsible for having the proper parking stickers in place.
6. Student employees are responsible for wearing PPE (provided by Whitworth) at all times as appropriate while on the job. Students must comply with the department dress code, including work shirts (provided by Whitworth) which should be worn daily.
7. Employees are responsible for supplying their own rain gear, hat, or other protection from the elements as needed.
8. Timekeeping: hours worked must be recorded accurately in a WhitNet timecard, to be reviewed daily by your immediate supervisor.
9. Take personal responsibility for remaining productive during the entirety of each daily shift.

Minimum Qualifications:
1. Ability to lift up to 50 pounds and be highly active for up to eight hours a day
2. Valid driver’s license and ability to pass Whitworth’s driving-certification program
3. Ability to maintain safe working conditions at all times, including comprehension of and adherence to material safety precautions and operational training
4. Ability to work cooperatively as a member of a team
5. Ability to follow instructions and learn new skills
6. Ability to complete tasks independently
7. Ability to pass background check