

VIKING UNION VEHICLE AND BANNER MAINTENANCE PERSON

The Viking Union vehicle maintenance person(s) will be responsible for cleaning, preventative maintenance checks, and mileage verifications for the VU/A.S. vehicle motor pool, filling in for the Day Custodian when he is at lunch, and checking campus banner locations.

PREREQUISITES:

Familiarity with preventative maintenance on American made automobiles. Some proficiency with arithmetic operations. Ability to maintain a regular work schedule and be available for some hours during the middle part of the day. Each applicant must have a valid driver's license, two years driving experience.

RESPONSIBILITIES:

1. Daily verification of mileage, basic inspection, and maintaining the cleanliness of vehicles upon return from use
2. Regular cleaning and preventative maintenance checks on all vehicles.
3. Assist Viking Union Event Services Manager in verification of mileage and billing process.
4. Drive AS/VU vehicles down and back to the campus motor pool for repairs.
5. Respond to pages and requests that come in during the Day Custodian's lunch hour.
6. Tour building and perform pick up of facilities.
7. Check banner locations: remove old banners and tape, verify that proper banner is in the right location, and report any problems to the Event Services Manager.
8. Other duties as assigned.

REPORTS TO: Operations Manager

WORK TIME: An average of 15 hours per week

SALARY LEVEL: \$8.20 per hour

APPLICATION PROCEDURE: See "Hiring Procedures"