

## University of Delaware

**Position Title: Part-time Motor Pool Helper**

**Department: Transportation Services**

**Location: Newark**

### **CONTEXT OF THE JOB:**

Under limited supervision, Assist the Motor Pool Supervisor with all aspects of the Motor Pool operation. A safe, professional, customer service-oriented approach is required at all times.

### **MAJOR RESPONSIBILITIES:**

Depending on assignment, the following are typical examples of work:

- Fuel vehicles at local gas stations.
- Interior cleaning of the fleet.
- Organize the Motor Pool parking lot.
- Complete the sign out process for customers.
- Report any found damage.
- All other duties as assigned.

### **QUALIFICATIONS:**

- Requires a minimum of a high school diploma or GED.
- Ability to communicate effectively and interact well with people of all ages and diverse backgrounds.
- Must be able to lift 50-75 lbs.

### **SPECIAL REQUIREMENTS:**

- Possession of a valid motor vehicle operator's license
- Must be able to work under extreme weather conditions
- Minimum of 10 hours of hands-on training including a 90-day evaluation period

**COMPENSATION/HOURS:** Approximately \$15, per hour, based on experience. Maximum of 29 hours/week. ***This is a part-time, non-benefited position.***

### **HOW TO APPLY:**

Please send resumes to: [bus@udel.edu](mailto:bus@udel.edu)

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at

<http://www.udel.edu/aboutus/legalnotices.html>.