

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Facilities Services
Department Head: Michael Brown

Classification/Name of Position: Motor Pool

Student's Supervisor: Joe Chipponeri
Office/Location: Facilities Services

Email Address: joseph.chipponeri@umwestern.edu
Phone #: 406-683-7326

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

- Self-starter
- Current driver's license
- Mechanical
- Able to drive SUV type vehicle

Purpose/Role of the position:

Maintain UM Western rental fleet to a safe and clean manner

Duties/Responsibilities of the position & how they relate to the purpose/goal:

Clean vehicles survey and examine vehicles following approved checklist. Keep shop clean and stocked.
Drop off and pick up vehicles as needed. Other tasks as needed

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.