

Motor Pool

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 – Wade Bush

Office/Location - Facilities Services (next to heating plant)

Email Address – wade.bush@umwestern.edu

Phone # 683-7326

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position (if multiple pay rates & above minimum wage of \$13.00/hour):

- Current valid driver's license
- Repetitive motion
- Able to work alone/Self Starter
- Some mechanical ability

Purpose/Role of the position:

Maintain and detail motor pool vehicles, in safe manner.

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

Able to vacuum, wipe down (sanitize), pressure wash and check fluids. Other tasks as needed. Work to keep appearance of vehicles on campus looking good and safe.

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