Motorpool and Transportation Assistant

Facilities Management

Fall 2021

Duties/Responsibilities:

- Maintenance of rental vehicles: washing, waxing, gassing, safety inspections
- Working in the office and outside on the vehicles
- Assist with filing, data entry, and spreadsheets

Qualifications:

- Preferred knowledge of basic engine parts
- Must have a valid driver’s license in good standing for at least two years to become an authorized driver
- Familiar with Word, Excel, Mainsaver

Start date:  After 8/22/21
End date:  Around May 14, 2022
Work Schedule:  Flexible between 7:30a-4:30p M-F
Hours Per Week:  Approx. 8-10hr/week
Starting pay rate:  $15/hr

To apply, please submit student employment application to dfarias@oxy.edu.