

Mercyhurst University

Job Description

Department: Fleet
Primary Supervisor: Fleet Operations Manager
Location: Main Campus – Lower Level McAuley
Position Status: Part-time

Summary

Assist the Manger of Fleet Operations in maintaining, issuing and evaluating the University fleet accordance to the Mercyhurst Vehicle Use Policy.

Essential Duties and Responsibilities

Assist the Fleet Manager with the following responsibilities:

- Help coordinate the delivery of keys, clip board and paperwork to those requesting a vehicle
- Coordinate repairs, recalls and all scheduled maintenance of vehicles as needed.
- Make sure keys, WEX gas card and EZ Pass are returned as scheduled
- Coordinate key pick up and drop off with Police and Safety when necessary
- Help maintain accurate records of those who are cleared to drive University owned vehicles
- Keep Fleet Manager informed of current mileage on all vehicle
- Make sure all paperwork inside the vehicle is current i.e. registrations, insurance cards
- Maintain the cleanliness of the vehicle inside and out.
- Drive vehicles to refill gas tank or take to a car wash if needed
- Report any issues to the Fleet manager
- Other duties as assigned

Qualifications and Experience

- Must be able to drive University owned vehicle – must pass training and have a valid driver's license or International driving permit.

Computer Skills

- Must be able to use Microsoft Office, Excel
- Be trained on using Event Management System (EMS)

Physical Demands

- Must be able to drive
- Lift

Work Environment

- 50% of the job will be performed at a desk and computer.
- 50% of the job will need to be walking to the vehicles to handle tasks.

Work Schedule,

Begin and End Dates

- Days and Hours Flexible
- Total Hours per Week 12-16 hours

Application Process:

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th St
Erie, PA 16546
hrinfo@mercyhurst.edu

All applicants must be eligible to work in the United States.

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.