



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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800-825-1926

mercyhurst.edu

Vehicle Prep Assistant

Department: Fleet
Location: Erie
Reports to: Transportation Coordinator
Classification: Staff
Status: Part-Time
Open Until Filled

SUMMARY

Assist the Transportation Coordinator in maintaining, issuing, and evaluating the University fleet in accordance to the Mercyhurst Vehicle Use Policy.

DUTIES AND RESPONSIBILITIES

Assist the Transportation Coordinator with the following responsibilities:

- Help coordinate the delivery of keys, clip board and paperwork to those requesting a vehicle. Police and Safety is the drop off/pick up location.
- Be able to read EMS to complete paperwork accurately and prepare vehicles for pick-up.
- Coordinate repairs, recalls, and all scheduled maintenance of vehicles as needed with the Transportation Coordinator.
- Make sure keys, WEX gas card, and EZ Pass are returned as scheduled.
- Clear snow off vehicles and move vehicles as necessary for snow plowing of parking lots.
- Keep Transportation Coordinator informed of current mileage on all vehicles.
- Make sure all paperwork inside the vehicle is current i.e., registrations, insurance cards.
- Maintain the cleanliness of vehicles inside and out.
- Vacuum vehicles as needed.
- Check and refill vehicle fluids as needed.
- Drive vehicles to refill gas tank or take to a car wash as needed.
- Report any issues to the Transportation Coordinator.
- Provide transportation to the North East campus as needed.
- Provide transportation for medical appointments that may fall within a time range of weekday mornings through evenings.
- Perform the process of sanitizing vehicles after each use per University protocol.
- Other duties as assigned.

Qualifications and Experience

High school diploma or equivalent required.

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

Approximately 50% of the job will be performed at a desk and computer.

Approximately 50% of the job entails walking to the vehicles and to handling responsibilities.

SPECIAL REQUIREMENTS

Some evening and weekend hours.

Vacation restrictions apply during times of peak activity in the department.

Must have a valid driver's license with clean driving record.

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 Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.