JOB PURPOSE:
Responsible for re-fueling and preventative maintenance of departmental vehicles.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
Refuels departmental vehicles, maintains tire pressures, checks/refills vital fluids, washes and vacuums vehicles.
Delivers and picks up departmental vehicles from local maintenance/repair facilities.
Maintains vehicle maintenance logs.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to understand and follow verbal and written instructions.
General knowledge of light vehicle maintenance; ability to maintain vehicles for safe operation.
Ability to perform tasks requiring heavy physical effort occasionally in inclement weather.
Basic knowledge of computers and spreadsheets.
Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:
Education: High school diploma or GED.
Experience: One year light automotive maintenance and driving experience.
Certification/Licenses: Valid driver’s license and ability to be insured by Indiana University; valid CDL may be required for some positions.

PHYSICAL REQUIREMENTS:
Driving, sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, sifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS:
Spends most time outdoors, frequent exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.