



Title: Motor Pool Assistant (Part-Time)

Campus: Uvalde

Job ID: 222222222222

Closing Date: Until Filled

Job Summary: The Part-Time Motor Pool Assistant is responsible for supporting college operations of our transportation department. The position requires assistance with the vehicle scheduling, inspections, fueling, recording mileage, cleaning, and minor maintenance tasks. This position ensures vehicles are safe, clean, and ready to use for all SWTX personnel. This position is required to follow all college work rules, code of conduct, applicable policies and procedures, and adherence to all applicable Texas laws and safety.

Classification: Part-time, Non-exempt

Department: Maintenance

Salary: Maintenance Scale Group I, salary commensurate with experience.

QUALIFICATIONS

Education: High School Diploma or GED preferred, completion of SWTX Vehicle Safety and Driving protocol training.

Experience & Training: Applicants must have a Valid Texas Driver's License with a clean driving record, ability to follow written and verbal instructions, and strong management skills.

Additional Qualification Requirements: Bilingual (English & Spanish) preferred. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the reference and background check specified for the position. Possible travel required to other geographic locations served by the college. Must have a valid Texas Driver's License and be insurable through SWTX insurers.