November 13, 2015

VEHICLE MAKE READY/DRIVER

The Vehicle Make Ready/Driver is responsible for all “make ready” duties before a vehicle is used. These duties will be coordinated daily with the other Vehicle Make Ready/Driver. In addition, this position will be required to drive College buses for athletic events and other departmental trips. Driver will be required to follow DOT regulations while driving.

RESPONSIBILITIES
- Inspect and maintain all vehicle safety and emergency equipment
- Shuttle vehicles to repair shop, car wash, gas station, etc.
- Keep vehicles in clean, safe, mechanically sound condition prior to use
- Maintain a valid Texas CDL with passenger endorsement for College bus driving purposes
- Drive College vehicles for athletic events and other departmental trips
- Assist with the maintenance of grounds keeping equipment as needed
- Other duties as assigned

QUALIFICATIONS:
- High school diploma or equivalent
- Must possess a valid Texas CDL with passenger endorsement, good driving record, and be insurable on Midland College's insurance policy
- Previous work as a vehicle make ready person, vehicle porter, or detailer
- Experience maintaining grounds keeping equipment
- Experience with vehicles and required maintenance of vehicles, gas and utility carts, and small gasoline engines
- Ability to lift or move up to 50 pounds and climb a ladder
- Computer literacy to include a working knowledge of Word and Excel and be able to understand and create reports
- Ability to adhere to a schedule of duties with minimal supervision

SALARY:
$2,298.75 per month. Additional pay for driving done outside of required work hours. Excellent fringe benefits. Review of applications will begin on November 23, 2015. Position will remain open until filled.

APPLY:
Interested candidates should submit a resume, and a completed official application. Applications should be sent to: applymc@midland.edu.

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.