**Job Description**

Support Services are responsible for maintaining the DPS and SSP vehicle fleet. Responsibilities include equipment maintenance and cleaning, non-operational special transports, and inventory/stocking of supplies.

**Shifts and Schedules**

*Hours of Operations:*7am-6pm

Shifts available are Monday-Friday:

* 2 hour shifts starting from 7 a.m. extending to 5 p.m.
* 2 hour shifts starting from 8 a.m. extending to 6 p.m.

Employees must work a minimum of two shifts per week (at least 4 hours).

**What to Expect on Shift**

Support Services employees can expect to do a variety of jobs including: Fluid/oil checks, interior/exterior checks, tire changes, and changing light bulbs for all department (SSP and DPS) vehicles. Employees will also perform variety of vendor runs as well as provide special transports during the daytime hours.

**Requirements**

* Must be 18 years of age, have a valid driver's license and good driving record.
* Must be available during daytime hours
* Must be comfortable driving a variety of different sized vehicles in an urban setting
* Though previous car knowledge is not required, there must be a willingness to work the specified tasks
* Must have a good level of self-motivation for at times a student may be working by his/her self
* Must be willing to work outside during the winter months as at times vehicle maintenance is done outdoors