

**MOTOR POOL STAFF
POSITION DESCRIPTION**

POSITION CONCEPT

The Motor Pool Staff helps the Motor Pool Foreman with all duties required to keep the fleet in safe operating condition and also to help keep the shop and yard clean.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.

PRINCIPLE RESPONSIBILITIES

- Assist in performing service inspections as required by the mileage accrued.
- Assist with other heavy maintenance as required.
- Assist in keeping shop equipment in safe working order.
- Learn how to use shop lifting equipment safely.
- Help all other drivers with fueling of vehicles as needed.
- Assist in keeping an inventory of daily service fluids on Gas Island.
- Be able to lift and handle materials up to 70 pounds.
- Must be able to secure a Philmont driving permit.
- Assist with other staff responsibilities as directed by the Motor Pool Foreman to insure that the mission of the Philmont Scout Ranch is carried out.
- Must wear appropriate protective gear as need to perform job.