



POSITION ANNOUNCEMENT

Motor Pool Coordinator

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. With over 2,200 students, the University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Motor Pool Coordinator**, for its Facilities Department on the Mount Vernon main campus. The position reports to the Director of Facilities and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods.

Responsibilities for this position include:

- Be a first point of contact for Facilities Services;
- Manage and develop full time, part time, and on call bus driver team;
- Staff and maintain provided downtown class shuttle schedule;
- Work with all MVNU departments and community to schedule bus and van transportation;
- Coordinate service work, licensing, permits, and inspections to be done on MVNU vehicles;
- Coordinate and maintain driver qualification files in compliance with USDOT regulations;
- Maintain physical and digital files of purchase orders, work orders, invoices and receipts;
- Reconcile reporting as directed with Accounting;
- Facilitate driver authorization process in coordination with other departments;
- Prepares purchase requisitions for department and campus;
- Buy and sell campus equipment as directed;
- Communicates with local and distance vendors, suppliers, and contractors;
- Assist Facilities office as needed;
- Other duties as assigned.

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit;
- Bachelor's Degree or equivalent work experience;
- Must be punctual, responsible, and accountable;
- Must pass background check and safe drivers check;
- This position will require some on-call availability after normal working hours;
- Experience with Microsoft Office and with office equipment (printers, copiers, etc.) preferred;
- Excellent face-to-face and phone customer service to all associates, visitors, and students on Campus;
- Exhibits excellent judgment in decision making within University guidelines;
- Ability to multi-task, while being detail-oriented;
- Ability to work independently and in a team;
- Basic mathematical and strong typing skills;

- Ability to compose clear, professional letters, emails, and announcements;
- Must be capable of lifting up to 50 pounds;
- Must be capable of sitting, walking or standing for long periods of time;
- Demonstrates effective and efficient use of University resources;

To be considered for this position, please email a resume to MVNU.recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be mailed to:

Mount Vernon Nazarene University Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.