

Automotive Service Manager

Hampton University is currently seeking experienced and qualified Automotive Service Manager for the Vehicle Services department.

Job Duties:

- Manage fleet operations to include inventory, procurement, safety inspections.
- Manage fleet schedule for Athletics and other department.
- Ensure compliance of gas tank DEQ regulations and inspections.
- Operate and safely drive Hampton University Fleet vehicles as required,
- Inspect auto shop area for OSHA compliance.
- Schedule maintenance and repair of fleet vehicles, e.g. oil changes, fuel check, fluid checks etc. and maintain event equipment (tables, awnings, banners, televisions)
- Maintain all DOT and vehicle logs as required by law and all University documents
- Actively document and report any malfunctions/accidents on a as needed basis
- Perform related work as required.
- Other duties as assigned

Qualifications:

- BS Degree or Automotive Certification (ASE)
- Good Interpersonal and communication skills
- Two or more years of verifiable experience with managing fleet maintenance
- Acceptable driving record
- CDL license preferred with air brake endorsement.

Requirements:

- Must be able to work weekends
- Must be able to physically lift 20lbs.

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.