

## POSITION DESCRIPTION

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<b>Position:</b>	Motor Pool Staff
<b>Department:</b>	Maintenance
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Maintenance Motor Pool Technician
<b>Desired Availability:</b>	May 1 – August 31

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

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

### Primary Duties & 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.
- 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.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by the time of employment
- Must be able to secure a Philmont driving permit.
- Vehicle maintenance experience suggested

## Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Must be physically fit and able to lift and/or move up to 75 pounds
- Must be comfortable in working in hot or humid conditions
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

## Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 7/9/2022