

## ***Fleet Assistant***

The Arc Central Chesapeake Region supports people with intellectual and developmental disabilities (I/DD) to live, work, and connect with their community.

As the **Fleet Assistant**, you will support the Manager of Corporate Facilities & Fleet to provide safe, reliable, and accessible transportation for all programs of The Arc and its subsidiary, Chesapeake Neighbors. The Fleet Assistant is responsible for supporting all logistics related to vehicle maintenance and upkeep over the life of the vehicle, such as preparing a new vehicle for service, driving vehicles to service appointments, completing vehicle inspections, assisting with post-accident logistics, and preparing vehicles for disposal. The Fleet Assistant will also assist in the coordination of a Fleet Maintenance plan.

Another key function of the Fleet Assistant will be performing roadside assistance when needed, such as gas delivery, lockout services, tire changes, and battery jump-starts. The Fleet Assistant will also relocate vehicles and provide event support as needed. This position is considered essential during weather emergencies,

The ideal candidate for this position will possess excellent knowledge of methods, materials, tools, and safety measures for operating and maintaining various types of vehicles, feel comfortable driving vehicles of all sizes, and hold a clean driving record.

Candidates must possess a high school diploma or GED with at least 2 years of work experience and experience driving various types of vehicles. The wage is \$19.50/hour with paid professional development and continued education, as well as a competitive total rewards (benefits) package.

To apply, please visit our careers page at [www.thearcCCR.org/careers](http://www.thearcCCR.org/careers) or send your resume directly to [talent@thearcCCR.org](mailto:talent@thearcCCR.org).

### **About The Arc Central Chesapeake Region**

The Arc Central Chesapeake Region (The Arc) is a dynamic regional organization providing person-centered supports for people with intellectual and developmental disabilities to live, work, and connect with their communities. We advocate for equity and access for people with intellectual and developmental disabilities to live self-determined lives and foster opportunities towards self-sufficiency. To learn more, visit [www.thearcCCR.org](http://www.thearcCCR.org).

*The Arc highly encourages all employees to become fully vaccinated against COVID-19 and other communicable diseases. All new hires who have a COVID-19 vaccination card are encouraged to submit a copy to our People & Culture department.*