

**West Texas Opportunities, Inc. (TRAX) is accepting applications for a Fleet Assistant. Employee must be at least 25 years of age, must be a High School graduate or have obtained a GED. Some experience working in an automotive-related field is preferred; must be able to troubleshoot basic vehicle issues, be knowledgeable and proficient in the use of basic tools. Must be able to perform and instruct others on basic maintenance and repairs. Must have knowledge of Microsoft Office programs, be able to use email and enter information into a database. Must have good communication skills and work well with staff and various business personnel throughout the service area. Must have ability to work with the Fleet Manager and make recommendations for repairs and manage the preventive maintenance and rotation of vehicles throughout the service area so that fleet operations are not interrupted. Must have excellent organizational skills; good problem-solving skills; good customer service skills and relate well to all levels of staff. Must have Class C driver license and a good driving record. Employee will be trained as a passenger driver for instances in which a backup driver is needed to meet essential transportation requests. Applicants must obtain a Medical Examiner's Certificate at WTO, Inc. expense, before hiring and kept current thereafter, at company expense. Employee must successfully complete CPR/first aid training within 60 days of employment. Pre-employment substance abuse testing required. A criminal background check will be required. Obtain an application at 603 N. 4th St., or print one at [www.gowto.org](http://www.gowto.org). Contact Diane Cortez at 806-872-8354 with questions. Position open until filled. WTO, Inc. is an equal opportunity employer.**