

JOB OPENING

Troup County Government

Position:	Department:	Salary:
Shop Supervisor	County Shop	\$25.70/Hr

This position is responsible for managing the County Shop daily operations and for supervising and participating in the mechanical repair and maintenance of county vehicles and equipment.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Minimum of 1-2 years of experience in a related field is preferred
- ⇒ Knowledge of the methods, tools and equipment utilized in the repair and maintenance of a wide variety of vehicles and equipment
- ⇒ Knowledge of department and county policies and procedures
- ⇒ Knowledge of work safety principles
- ⇒ Knowledge of preventative maintenance schedules
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of facilities and equipment maintenance and improvements
- ⇒ Knowledge of Contract Bid Process
- ⇒ Skill in the operation of a variety of vehicles and equipment
- ⇒ Skill in the diagnosis and repair of a variety of vehicles and equipment
- ⇒ Skill in problem solving; skill in prioritizing and planning
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Performs engine, exhaust, electrical, brake, hydraulic, HVAC, transmission and other system repairs on a variety of vehicles and equipment; performs scheduled preventative maintenance functions, including checking the condition of and operation of batteries, tires, lights, transmissions, exhaust systems, brakes, etc; performs a variety of engine diagnostic procedures
- ⇒ Performs emergency roadside repairs on vehicles as required; troubleshoots vehicle/equipment failures at job sites
- ⇒ Completes required paperwork related to work orders and purchases requests; processes invoices and purchase orders
- ⇒ Maintains shop equipment and assigned tools; delivers vehicles and equipment to the dealer for repairs; performs small engine repairs; maintains the shop and performs housekeeping duties
- ⇒ Supervises and oversees the repair and maintenance of vehicles and equipment; prioritizes vehicle and equipment repairs; assigns work to Shop staff; diagnoses vehicle and equipment malfunctions and supervise or performs needed repairs
- ⇒ Communicates with county departments regarding repair costs, downtime and other issues related to the repair and maintenance of vehicles and equipment; performs and/or supervises field repairs as needed
- ⇒ Maintains accurate log of events for assets coming in and out of the County Shop; maintains inventory and order parts needed for repairs; maintains County Shop, Transit Facilities and equipment; responsible for Shop employees bi-weekly payroll
- ⇒ Ensures all County Shop systems are working as they should and makes repairs as needed
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 09292026 Shop Supervisor

Grade 17

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace