



# JOB OPENING

## Troup County Government

<b>Position:</b> Shop Manager	<b>Dept:</b> County Shop	<b>Salary:</b> \$ 19.63/Hr
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This position is responsible for supervising the mechanical repair and maintenance of county vehicles and equipment.

**The qualified candidate will have:**

- ⇒ High school diploma or GED and current, valid driver's license
- ⇒ Be at least 18 years of age
- ⇒ A minimum of 2 years experience as a Shop Manager or 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 and relevant Federal, State and Local laws and regulations
- ⇒ Knowledge of work safety principles, personal management principles and of preventative maintenance schedules
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skills in the operation, diagnosis and repair of a variety of vehicles and equipment
- ⇒ Skills in prioritizing, planning and problem solving
- ⇒ Skills in written, verbal and interpersonal communication

**Essential duties and responsibilities include the following:**

- ⇒ 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 supervises or performs needed repairs
- ⇒ Communicates with County departments regarding repair costs, down-time and other issues related to the repair and maintenance of vehicles and equipment
- ⇒ Implements preventative maintenance schedules and maintenance inspection schedules
- ⇒ Develops budget requests and manages approved funds
- ⇒ Performs and/or supervises field repairs as needed
- ⇒ Performs all other related duties as assigned

Guidelines include manufacturer maintenance and repair manuals, work safety guidelines, OSHA guidelines, State and Federal environmental regulations and County and Department policies and procedures. These guidelines require judgment, selection and interpretation in application.

***Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).***

Job #: 07112017 Shop Manager

Grade: 19

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

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