# JOB ANNOUNCEMENT

**Job Title:** Shop Supervisor  
**Hours of Availability:** Monday-Thursday; 6am-4:30pm  
**Closing Date:** July 11, 2023  
**Position Announcement:** HWY27-06-2023

**Work Location:** Lee County, AL  
**Division/Department:** Highway  
**Reports to:** Assistant Highway Superintendent

- [ ] Full-time  
- [ ] Part-time

**Pay Range:** $57,533.37 - $66,163.37

**JOB SUMMARY:** This position supervises the operation of the county garage.

## ESSENTIAL JOB FUNCTIONS:
- Maintains fuel inventory by performing gas readings.
- Supervises the repair and maintenance of county equipment and vehicles.
- Trains, assigns, schedules, directs, supervises, evaluates, and disciplines personnel.
- Maintains work logs; processes work orders and invoices.
- Maintains inventory of parts and supplies; re-orders as needed.
- Keeps shop clean and orderly.
- Contracts with vendors for equipment repair and parts.
- Designs and fabricates special parts for equipment or machinery.
- Enforces safety procedures; performs safety inspections.
- Develops specifications for vehicles, equipment, and machinery.
- Administers annual budget for Highway and Environmental Services.
- Monitors purchases from State or other bid processes.
- Designs and implements equipment changes.
- Answers telephone and provides information and assistance.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of vehicle and heavy equipment mechanical repair and maintenance procedures, to include knowledge of electronics and automotive computer systems, hydraulics and hydraulic systems, air brakes and systems, power steering and automotive air conditioning controls and systems, manual and automatic transmissions, suspension systems, etc.
- Knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel.
- Knowledge of county and department regulations, policies and procedures.
- Knowledge of county budgetary and purchasing procedures.
- Knowledge of occupational and health and safety regulations including accident causation and prevention.
- Knowledge of computers and other modern office equipment.
- Knowledge of safety practices for equipment, hand and power tools.
- Knowledge of traffic hazards, safety principles, rules, regulations and speed limits.
- Skill in the operation of commercial and non-commercial vehicles and equipment (such as backhoes, trucks, asphalt sealers, rollers and tampers and related.)
• Skill in the diagnosis, repair, and maintenance of a variety of equipment and vehicles.
• Skill in the use of job related tools and equipment, including gas and arc welding.
• Skill in the use of job related software applications.
• Skill in supervising, training, disciplining, evaluating, and coordinating the work of others.
• Skill in oral and written communication.
• Ability to comprehend and follow safety rules and regulations.

QUALIFICATIONS:
• High School diploma/GED and three (3) years’ related experience, or equivalent.
• Possession of a valid Commercial, Class A or B, State issued driver’s license.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).