



JOB OPENING

Troup County Government

Position: Transit Supervisor	Department: County Shop	Salary: \$20.09/Hr
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Under general supervision and instruction this position is responsible for managing and supervising the Troup Transit Daily Operations, Dispatchers and Drivers.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must have at least 1-3 years minimum experience in a related field
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and program policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in the safe operation of a program vehicle
- ⇒ Skill in prioritizing and organizing work
- ⇒ Skill in the use of such office equipment as a scanner, fax machine and copier
- ⇒ Skill in written and oral communication

Essential Duties and Responsibilities:

- ⇒ Answers telephone and greets visitors; provides information and assistance; takes messages and schedules appointments; refers calls to the appropriate personnel; responds to and resolves problems
- ⇒ Supervises the Daily Operations of Transit Drivers and Dispatchers
- ⇒ Inspects the scene of accidents and prepares related reports
- ⇒ Coordinates the maintenance and repair of vehicles; completes related reports
- ⇒ Prepares end-of-month and annual programmatic and financial reports for DHS and DOT
- ⇒ Ensures drivers meet the DHS and DOT annual driver requirements
- ⇒ Assists Fleet/Transit Manager with preparations for the annual County, DHS and DOT Budgets
- ⇒ Operates a vehicle along a scheduled route to transport clients as needed
- ⇒ Prepares time sheets
- ⇒ Performs all other related duties as assigned

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

Job #: 10202026 Transit Supervisor

Grade 12

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

10/20/2026