TROUP COUNTY
GEORGIA

JOB OPENING
Troup County Government

Position: Assistant Fleet/Transit Manager	**Department:** County Shop	**Salary:** $28.37/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. This position also assists the Fleet/Transit Manager with managing Fleet, Transit and Insurance Operations.

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; ability to obtain certifications as a PASS Trainer, DOT/FTA Drug and Alcohol Program Manager, CPR & First Aid Trainer and Defensive Driver Trainer
- 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 Contract Bid Process; knowledge of facilities and equipment maintenance and improvements
- Knowledge of staff scheduling, supervising, building and sustaining employee morale; knowledge of management principles
- Knowledge of employee training and development; knowledge of vehicle specifications and acquisition
- 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, prioritizing and planning; skill in interpersonal relations, 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; 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; processes Invoices and Purchase Orders; maintains County Shop, Transit Facilities and equipment
- Ensures all County Shop systems are working as they should and makes repairs as needed; works closely with repair shops/vendors to ensure proper repairs are completed; pre-inspects vehicles and equipment repairs before releasing them back to the departments; implements preventative maintenance schedules and maintenance inspection schedules
- Responsible for Shop employees bi-weekly payroll and assists with Transit payroll as needed; assists with managing the WEX Fuel System, cards and reports; tracks and reports performance measures; recruits, trains, supervises, evaluates and disciplines staff; gathers data and prepares reports; assists departments with purchase of vehicles and equipment
- Assists the Fleet/Transit Manager with the operations of the Troup Transit Program; prepares and submits annual federal and state grant reports; invoices Georgia Department of Transportation and Department of Human Services for grant reimbursement
- Works closely with GDOT and DHS Representatives and Contractors to ensure guidelines are met to provide efficient transportation services
- Collects all required information concerning accidents (i.e. Reports, GPS Reports, all parties involved); assists with collecting all estimates for accident repairs; assists departments in determining best resolve after accident, including funding
- Prepares Post-Accident Reports informing departments of the cost of repairs
- Performs all other related duties as assigned

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

Job #: 10262026 Assistant Fleet/Transit Manager Grade 19

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

10/26/2026