



Job Postings

Applications Accepted in Human Resources: 05/24/2021 – June 4, 2021

Job Title: Supervisor – Shop (Motor Pool)

Job Description Summary: Responsibilities include assignment of chauffeurs and vehicles; scheduling, procuring, and tracking maintenance services; recording all **Motor Pool** activities in appropriate databases; and preparing reports on **Motor Pool** activities as needed or requested.

Job Responsibilities: Manage and supervise all department staff, including contract labor and inmate labor when necessary. Enforce policies and procedures, handle employee disciplinary matters, conduct performance evaluations, monitor and complete attendance records to be submitted to department secretary, prepare and maintain budget, monitor and approve purchases, maintain gasoline inventory and equipment/supplies inventory, examine damaged vehicles and estimate the cost of mechanical repairs, ability to repair or replace damaged parts, conduct monthly safety trainings and maintain records, and conduct monthly evaluations to confirm there are no hazardous conditions in the work place, etc. Computer knowledge preferred. Perform other duties as required.