



CHILTON COUNTY COMMISSION

500 2nd Avenue North
Clanton, AL 35045
205.755.1551 x4201

<https://chiltoncounty.org/>

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SHOP FOREMAN

Job Title: Shop Foreman	Location: Chilton County Road Department
Job Type: Non-Exempt	Reports To: Chilton County Engineer
Hours Per Week: 40 hours	Pay Basis: Start: \$23.00 (negotiable based on experience, qualifications or certifications)

JOB DESCRIPTION

Works primarily under the direction of the County Engineer and assists other areas within the Road Department. Work is performed according to established rules, regulations, procedures and practices. Work is generally checked by conference, observation, or through reports and records. This position is responsible for the daily routine and major maintenance and repairs on County equipment and vehicles; assist in the analyses and justification of parts and supplies ordered. Also, other duties include, but are not limited to, record maintenance, data entry and retrieval, document checking and comparison, and assembling and compiling information.

HOW TO APPLY

Applications may be submitted electronically or mailed/dropped off at the Chilton County Commission Officer. Please send application, resume with a cover letter and 3 professional references - addressing the job requirements to this email address: thinton@chiltoncounty.org. Or to this mailing address: 500 2nd Avenue North, Clanton, AL 35045. Submitted applications are to be to the attention of the Human Resource Department, Terry Hinton, Human Resource Director. Closing date for all applications is April 28, 2023. This position will remain open until filled.

JOB DUTIES

- Perform equipment and vehicle inspections and diagnostic evaluations.
- Assist in planning and completing work based on decisions made to repair, overhaul, rebuild, etc. on all county vehicles and equipment.
- Assist in equipment specification writing.
- Perform AL State Patrol Commercial Vehicle Inspections.
- Ensure all safety requirements are followed.
- Supervise and train staff.
- Create and manage the staff, maintenance, and work schedules.

CHILTON COUNTY COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER



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- Oversee work to anticipate, detect, and address factors that impede operations.
- Enforce safety regulations and protocols.
- Conduct performance reviews with staff.
- Meet with management to deliver feedback and develop work optimization strategies.
- Implement strategies to optimize workflow and operational efficiency.
- Ensure that all equipment and machinery are properly operated and maintained.
- Monitor inventory levels and replenish supplies as needed.
- Perform administrative tasks such as updating and filing equipment orders, stock receipts, and staff schedules.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Trouble shoot electrical systems, hydraulic systems, and fuel systems on diesel heavy and light equipment, autos, and small engines.
- Proper diagnostic evaluations of vehicles and equipment to maintain operational fleet.
- Laws and regulations relating to the operation of vehicles within the State of AL.
- Area of operation and familiarity with roads and highways.
- Occupational Safety and Health Administration (OSHA) Standards.
- Hazardous waste identification, handling, and reporting.

QUALIFICATIONS/REQUIREMENTS

- Trouble shoot electrical systems, hydraulic systems, and fuel systems on diesel heavy and light equipment, autos, and small engines.
- High school diploma or GED.
- Valid driver's license.
- At least one year's experience as a shop foreman or similar.
- Proficiency in MS Outlook, Excel, and Word.
- A great understanding of work optimization techniques.
- Good knowledge of the applicable safety regulations and procedures.
- Excellent verbal and written communication skills.
- Strong leadership abilities.
- Good time management and problem-solving skills.
- Pass Drug Screening.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.



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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

I have read, understood, and had the opportunity to ask questions regarding this position description.

Employee Signature:	
Print Name:	
Date:	

Administrator or Designee) Signature:	
Print Name:	
Date:	