



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: Shop Supervisor

DEPARTMENT: Fleet Services

FLSA Status: Exempt

HOURS: 7:00 a.m. 3:30 p.m.

SALARY RANGE: \$14.86 - \$22.36 / hour

LEVEL: 18

Oversees operation of service center and sign shop. Supervises, delegates, and evaluates team of service technicians, sign shop workers and other shop staff.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assesses repairs required for light to heavy equipment. Assesses condition of Parish signs and traffic control devices. Assures compliance with local, state, and federal ordinances.
- Oversees daily operation of service center and sign shop. Assists with the development and implementation of departmental policies, procedures, projects and goals. Directs activities of service technicians and workers. Evaluates employee's performance.
- Provides exemplary customer service as initial contact for various Caddo Parish entities who utilize fleet vehicles and services.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent. Two (2) years of experience in a supervisory role.
- Must possess a valid Driver's License
- High level of oral and written communication skills and reasoning ability. Ability to read and follow the Uniform Traffic Control Device Manual.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to manipulate objects weighing up to thirty (30) pounds and lift such objects to waist high.