

## Recruitment Profile



# SUPERVISOR – SHOP DOUGLAS WYOMING



**Our Community is**  
Recognized as the Jackalope Capital of the world. Douglas, Wyoming is located in east central Wyoming in Converse County. Douglas has a diverse economy and a high quality of life grounded in traditional family values. With a population of 6,386, our legacy is rooted in the Oregon Trail pioneers, railroads and, of course, the wild western frontier. That pioneering spirit essential to survive in the old west, still exists.

### Our City:

**Our City** is an attractive, friendly community with a sense of caring, pride and place. **Our City** history and small town values create identity for the present and vision for the future. **Our City** values the contributions of our citizens.

**Our City** invests in our community to create a diversified healthy economy and encourage responsible, progressive development.

**Our City** strives to provide and ensure safety and aesthetically pleasing businesses and homes, and a community to be proud of through current and long range planning for the community.

**Our City** is committed to providing the leadership necessary to meet long-term growth demands while protecting our quality of life.







Douglas sits beside the North Platte River and is only a short distance from the Medicine Bow National Forest and Glendo Reservoir. This beautiful location offers many outdoor recreational opportunities such as hunting, fishing, boating, hiking, camping, and more!

Douglas is located north of Cheyenne and southeast of Casper. An international airport is located one hour away in Casper, Wyoming with direct flight service to Denver, Colorado, and Salt Lake City, Utah.



Douglas operates under a Mayor, Council form of government, consisting of five members, with an appointed City Administrator. The City Administrator provides overall supervision for all city departments including Public Works and Utilities, Police, Community Development, and Finance and Administration.



## Candidate Profile

The Shop Supervisor for the City of Douglas will be a responsible individual who possesses technical and supervisory knowledge and experience in automotive and heavy equipment maintenance and repairs.

The Shop Department is responsible for all city vehicles & equipment, including those used in water, sewer, sanitation, landfill, and police department.

## Position Description Overview

The Shop Supervisor will perform a wide variety of duties including coordinating the activities and operations of the shop department.

Major tasks will include:

- Directs mechanics in carrying out a variety of tasks related to maintenance of all city equipment and vehicles.
- Devises schedule of work or itinerary, agenda, or timetable for subordinates within the work unit.
- Diagnoses problems with vehicles and equipment; assigns repair work; assists in performance of difficult or unusual repair activity.
- Inspects work areas to perceive or detect problems, the need for repair or maintenance or other factors affecting program or work schedule.
- Evaluates work progress of subordinates.
- Determines materials, supplies, and chemicals required to fill routine needs of the work unit.
- Maintains vehicle repair and maintenance records for all city vehicles.
- Assists in preparation of annual budget for the work unit including capital assets.
- Investigates complaints and resolves problems.

## Education and Experience

Methods, techniques and tools used for successful operation of a shop with diversified mechanical and electrical equipment is essential for the position. Ability to diagnose mechanical and electrical issues and determine steps to maintain equipment and vehicles in proper operating condition is required.

Five years of progressively responsible experience in automotive, diesel and heavy equipment is requested. A combination of experience, training and education will be considered. Class B Commercial Driver's License is required.



## Compensation/Benefits

The Shop Supervisor position has a minimum initial annual salary of \$51,527. Qualifications and experience will be evaluated.

Current benefits include medical, dental, vision, disability & life insurance; retirement pension plan; paid vacation, sick, & holiday leave; and cell phone allowance.

## Application Process

If you are interested in applying for this career opportunity please submit a resume including experience and certifications; a City of Douglas employment application (available on our website at [www.cityofdouglas.org](http://www.cityofdouglas.org)); either electronically or by mail to the contact information listed below.

Applications will be accepted immediately with initial review beginning February 21, 2023.

### Contact Information:

City of Douglas  
Mary Nicol

Administrative Services Director/Treasurer  
P.O. Box 1030, Douglas, WY 82633  
Ph: (307) 358-3462; Fax: (307) 358-6447  
[mnicol@cityofdouglas.org](mailto:mnicol@cityofdouglas.org)

Website:

[www.cityofdouglas.org](http://www.cityofdouglas.org)

The City of Douglas is an EEO/ADA/Drug Free Workplace Employer.