



5002 South Irby Street
Effingham, SC 29541
www.htupfitting.com
843-306-5603

Automotive Upfitting Manager – Emergency & Specialty Vehicles

Employment Type: Full Time

Compensation: Competitive salary based on experience

Schedule: Monday - Friday, 8 or 10-hour shifts; occasional weekends as needed

Location: 5002 South Irby Street, Effingham, SC 29541 (in-person; relocation required)

Position Summary

We are seeking a motivated, detail-oriented Automotive Upfitting Manager to lead and oversee all aspects of our vehicle upfitting operations. This role is responsible for driving installation quality, managing technician performance, ensuring operational efficiency, and delivering a high-quality customer experience from vehicle intake through final delivery.

The ideal candidate combines strong leadership ability with hands-on technical expertise in automotive electrical systems and emergency vehicle equipment. This individual will play a key role in scaling operations, maintaining industry-leading standards, and supporting the continued growth of HT Upfitting.

Key Responsibilities

- Serve as a point of contact for vehicle intake and delivery, including inspections, scope review, and final customer walkthroughs
- Deliver a consistent, professional customer experience and address questions related to installation and system functionality
- Supervise daily workflow of technicians, assign work orders, and manage project timelines
- Provide technical guidance and troubleshooting for 12-volt systems (lighting, sirens, radios, consoles, etc.)
- Own and enforce quality control standards on all completed installations
- Train and develop technicians while maintaining shop organization, safety, and efficiency
- Coordinate scheduling, parts availability, and project updates with internal teams



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- Manage inventory and vendor relationships, including ordering, discrepancies, and RMAs
- Exercise limited purchasing authority for routine inventory needs
- Ensure accurate job documentation and installation records
- Lead or support complex installations and troubleshooting as needed
- Promote a positive, accountable, and team-oriented work environment
- Identify and implement process improvements to increase efficiency and quality

Required Qualifications & Skills

- Strong working knowledge of 12-volt automotive electrical systems.
- Experience with installation of emergency vehicle equipment such as lights, sirens, radios, and control systems.
- Proven leadership or supervisory experience in an automotive, fleet, or technical shop environment.
- Ability to read wiring diagrams, identify circuits, and diagnose electrical issues.
- Strong organizational and time-management skills.
- Excellent communication and leadership abilities.
- Proficiency in Microsoft Office and/or Google Workspace for communication, documentation, and scheduling
- Comfort working with (or willingness to learn) emergency vehicle control and programming software (e.g., smart siren/light control systems)
- Ability to bend, twist, squat, kneel, reach, and lift/move up to 50 lbs when required.

Preferred Qualifications

- Emergency Vehicle Technician (EVT) certification.
- Prior experience managing technicians in a fleet, automotive electronics, or emergency vehicle upfitting environment.
- Experience with project scheduling and shop workflow management.



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Performance Expectations

- Deliver high-quality installations with minimal rework
- Ensure projects are completed on time and aligned with customer commitments
- Maintain accurate inventory levels to prevent delays
- Reduce installation errors and warranty issues
- Foster a high-performing, accountable shop environment

Compensation & Benefits

Pay: Competitive salary based on experience

Benefits may include:

Health, dental, and vision insurance
Flexible schedule options
Employee discounts
Flexible Spending Account (FSA)
Health Savings Account (HSA)
Bonus opportunities

Additional Requirements

- Must be able to work on-site at our Effingham, SC facility.
- Must be willing to relocate to the Florence/Effingham, SC area prior to start date.

Join Our Team

If you are a motivated leader with strong technical expertise and a passion for building high-quality emergency vehicles, we invite you to apply. At HT Upfitting, you will lead a team responsible for building vehicles that serve and protect communities.