

### Class Concept

This is managerial work directing the staff and functions of equipment units within the Division of Highways, or an agency fleet/equipment operation. Positions in this class have administrative responsibility for requesting, disposing, utilizing, operating, maintaining and repairing highway construction and maintenance equipment and vehicles; facilities maintenance and capital outlay projects; and warehousing. Positions in this class manage all administrative and operational functions related to highway construction and maintenance equipment; pool vehicles; facilities maintenance and capital outlay; warehousing; and related fiscal, accounting and office services functions. Positions direct lower levels supervisors to ensure work is being performed in accordance with established plans, policies and procedures and within budget. Positions monitor inventories to ensure supply is stocked and expenses are being charged properly. Work is performed in an assigned highway division of DOT, or an agency wide fleet/equipment operation, comprised of multiple counties, with technical guidance and oversight responsibility for related work in residencies and division headquarters. Equipment maintenance, services, and materials may also be provided for other state agencies.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of fleet management principles and procedures; facility management and capital project development; and maintenance and repair of automobiles, trucks and construction equipment.
- Thorough knowledge of repair shop operations; related rules, regulations and policies; and inventory and procurement, storage and distribution.
- Considerable knowledge of budgetary, equipment cost accounting and cost impact on fleet operation and impact to perform maintenance and repair work.
- Considerable management principles, practices and skills.
- Considerable knowledge of public administration principles and practices.
- Considerable knowledge of federal and state safety and hazardous waste laws, policies and procedures.
- Ability to participate in departmental policy determinations; interpret, administer and explain departmental policies and procedures; supervise and evaluate the work of subordinate personnel; and communicate effectively, both verbally and in writing.

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and two (2) years of experience managing an equipment fleet; or

Associate's degree in automotive mechanics, automotive technology, heavy equipment mechanics or a related field and four (4) years of experience managing an equipment fleet; or

High School or General Educational Development (GED) diploma and six (6) years of experience managing an equipment fleet; or an equivalent combination of training and experience.