

Class Concept

This is administrative and managerial work in directing a fleet and material management unit within an agency. Positions direct material management, procurement, and field support sections. Positions plan, evaluate, establish and monitor unit programs, goals, budgets and manpower requirements, and review the most complex, controversial or advanced work of the unit. Work requires coordination with other departments, and can require extensive contact with federal agencies, local municipalities, other state agencies and the general public. Positions lead in the procurement of new replacement equipment for the agency's entire fleet. Positions have ultimate responsibility for approving all equipment purchases and payments to vendors.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the management of equipment fleets to include maintenance and operations.
- Thorough knowledge of business administration in order to perform budgeting and accounting functions for the office.
- Thorough knowledge of management and information systems.
- Thorough knowledge concerning manufacturing processes as required for the maintenance, repair or modification of heavy equipment.
- Thorough knowledge of computer utilization in a manufacturing and maintenance environment.
- Thorough knowledge of construction and/or highway maintenance equipment.
- Ability to effectively plan major programs, and organize the work.
- Ability to effectively communicate to coordinate activities with other department work groups.

Minimum Education and Experience

Bachelor's degree in Business Administration, Industrial Technology, Industrial Engineering, or a related area from an appropriately accredited institution and eight (8) years of experience in material management and/or fleet management, including three (3) years of experience in a supervisory capacity; or an equivalent combination of education and experience.