

HIGHWAY EQUIPMENT OFFICE MANAGER

NATURE OF WORK

Work in this class involves the management of a Highway Equipment Division office. Employees serve as office managers and are responsible for the collection, preparation and maintenance of all division records; the preparation and submission of all reports required by the State Equipment Engineer; and supervision of the: accounting system for stock and equipment inventories. Work includes the coordination of workflow within all units of the equipment division and with other highway departments. Regular duties are performed independently; the Equipment Superintendent is consulted in unusual or new situations Work is reviewed by the equipment superintendent for accuracy and completeness and proper interpretation and application of rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares correspondence, interoffice forms, requisitions, transmittal sheets, and monthly reports; answers routine correspondence not requiring official action or decision by the equipment superintendent.

Maintains current files on personnel, financial, statistical, stock inventory, rental and non-rental equipment, division budget information, records of local purchases, and contract purchases.

Explains personnel procedures, insurance, workman's compensation, payroll and other policies and procedures to employees

Handles routine complaints and requests for information from the general public; refers people to proper department or person.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of business, English, spelling;, and commercial arithmetic.

Ability to make decisions and to interpret and apply departmental rules, regulations, and policies.

Ability to deal tactfully with officials of the Highway Commission and the general public.

Ability to plan, organize, assign, and review the work of subordinate employees.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school and three years experience in managing an office or department of a large business including one year experience in a highway equipment division office; or three years experience in auto parts work or a related field including one year experience in a highway equipment division office; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.