

AREA EQUIPMENT SUPERINTENDENT

This is managerial level work for positions that direct the staff and functions of highway division Equipment and Inventory Control sections 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 in a highway division and/or agency fleet operation. 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. 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 are also provided for other state agencies. Work may include other duties and responsibilities as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning – Employees plan and schedule equipment/vehicle fleet operations for multiple divisions and county equipment shops. Employees plan for short, mid and long-term division equipment fleet utilization. This is accomplished through collaboration with the Director of Equipment and Central Equipment staff, equipment committees, and other superintendents. Planning is for the purpose of ensuring that the vehicle or equipment is of proper size and type based on the nature of work performed within the assigned highway division.

Organizing and Directing – Employees schedule, organize and assign work to accomplish division equipment fleet plans and meet established schedules; coordinate and schedule work of various divisions and county equipment repair shops to efficiently utilize available equipment, material and personnel; and direct lower levels supervisors to ensure work is being performed in accordance with established plans, policies and procedures and within budget allotments.

Budgeting – Employees project equipment fleet program budgetary needs based on labor, equipment and material costs. Employees summarize the cost of replacement equipment, tools, and supplies, request new purchases, project future needs and other operating expenditures to allocate funds for the budget subject to higher-level approval. Employees are responsible for the lubricant inventory dispensing and measuring equipment, and lube and service trucks dispatched to all sections of the Division, lubricating and dispensing fuel. Employees monitor inventories to see that gasoline and lubricants are being charged properly, approve all purchase and delivery records and approve monthly inventories and records pertaining to the operation of fuel stations, and ensure that purchases are made according to contract. Employees exercise supervision and control over a budget as established with multiple general ledger account titles referenced in the Field Fiscal Procedures Manual. Employees must reconcile anticipated expenditures in relationship with fleet management to assure operational status for all equipment necessary to accomplish complement goals set by Division Engineer.

Training – Employees assure that subordinates receive adequate on-the-job training from lower level supervisors, and ensure employee career development plans are carried out based on equipment shop needs.

Setting Work Standards – Employees ensure that work plans, procedures, standards and methods are properly implemented. Quality and quantity requirements are enforced through lower level supervisors and monitored by employees for consistency with standard operating procedures.

Reviewing Work – Employees provide overall administrative and technical review of all work produced in the division and county shops to assure goals and objectives are being accomplished. Employees may review the more routine assignments through subordinate supervisors.

Counseling and Disciplining – Employees become involved with serious disciplinary proceedings that cannot be resolved at a lower level and pursue formal actions with lower level supervisors. Counseling may be delegated to subordinate supervisors. Employees ensure that established grievance policies and procedures are followed and provide recommendation and discuss actions regarding dismissal with upper management.

Performing Other Personnel Functions – Employees interview and generally make selection decisions subject to upper level management approval. Interviewing duties are usually delegated to subordinate supervisors for indirectly reporting positions. Employees make decisions on reassignments, salary increases and promotions. Employees review and approve performance evaluations completed by subordinate supervisors.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised – Employees provide managerial and/or supervisory role for equipment-related procedures and interpretation to staff. Employees analyze reports and records of fleet shops, resolve maintenance or warranty problems and manage receipt, distribution and allocation of fuel.

Variety of Work Supervised – Employees are responsible for managing a large and diverse division equipment fleet, and associated equipment facilities, inventory control, and office specialty work.

Number of Employees Responsible For – Employees supervise approximately 60 equipment shop, office, inventory, vehicle operation, trades and service employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees work very independently following established departmental guidelines and procedures. Decisions are reviewed, for the most part, after the fact through written reports, conferences, upon request, and based on the quality of program service delivered.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations – N/A

Fluctuating Work Force – N/A

Physical Dispersion – Personnel and operations are physically dispersed over a number of counties.

V. 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. Considerable 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 Training and Experience Requirements – Graduation from a four-year college or university and four years of experience managing an equipment fleet; or graduation from a two-year technical school with a degree in automotive mechanics, automotive technology, heavy equipment mechanics or a related field and six years of experience managing an equipment fleet; or graduation from high school and eight years of experience managing an equipment fleet or an equivalent combination of training and experience.

Degrees must be received from appropriately accredited institutions.

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.