



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUIPMENT SUPERINTENDENT	45*	A	9.303

Under general direction, the Equipment Superintendent plans, organizes and directs the staff and activities of the Equipment Division of the Department of Transportation and directs division staff engaged in procuring rental and non-rental equipment, vehicles, maintenance and construction materials, supplies, communications equipment for the agency, Urban Mass Transportation Act equipment, and fuel for use by State agencies.

Plan, direct, implement and promote division programs to ensure conformance with State statutes, federal regulations and agency policies and procedures by meeting with agency and division staff; discuss and determine solutions to problem areas; and develop, implement, and monitor new or revised division policies and procedures.

Review equipment utilization reports and equipment replacement schedules; review requests and recommendations from division/district personnel; determine the feasibility and cost effectiveness of requests; oversee equipment specification committee meetings and approve completed specifications; meet with vendors to determine product availability; obtain lists of qualified bidders from the Purchasing Division; review bids in conjunction with division staff to ensure compliance with specifications prior to the final award of the bid.

Direct division staff engaged in fleet management, equipment repair and modification, sign production, storeroom operations and fiscal management; review and analyze management information reports such as those pertaining to equipment utilization, downtime, maintenance and repair costs, and inventory control; approve equipment rental rates and purchases; establish guidelines and statewide standards; monitor activity reports and performance indicators.

Develop the division budget in conjunction with subordinate supervisors; review staff recommendations, past expenditures, workload indicators, proposed project and equipment needs; determine budget priorities; submit recommended budget to agency management.

Plan, direct and supervise professional and supervisory personnel to include hiring, training and evaluating performance; establishing division priorities; providing guidance and motivation; monitoring progress and results; and taking disciplinary action as appropriate.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration or closely related field and three years of highway construction and maintenance equipment procurement and fleet management experience which included responsibilities for establishing program goals and objectives, policy development and administration, and supervision of professional staff; **OR** an equivalent combination of education and experience.

* **Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.**

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of management and supervision; principles and practices of equipment utilization and fleet management; equipment shop, sign shop, and storeroom operations. **Ability to:** oversee writing of specifications for vehicles, construction and maintenance equipment; establish division goals and priorities; plan, organize and manage programs; train, supervise, assign work, evaluate performance, and take disciplinary actions as required; evaluate recommendations and programs and delegate responsibility; formulate, justify and monitor the division budget; communicate effectively both orally and in writing to provide information, explain policies and procedures, support recommendations, and enlist support for division goals; analyze situations and problems and determine appropriate resolutions based on historical data, interpretation of rules and regulations and knowledge of programs in operation; establish and maintain cooperative working relationships with division and agency staff, public officials, outside agencies, and vendors; write specifications for vehicles and construction and maintenance equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: operation and maintenance of equipment used in the maintenance and construction of roads and highways and related supplies and materials; general and State principles and practices of budgeting, accounting, auditing, and purchasing; State administrative rules and regulations sufficient to perform fiscal management, fleet management, personnel and other functions associated with management of the division; federal and State laws, rules and regulations pertaining to agency operations; agency goals and objectives. **Ability to:** integrate division goals into the overall agency goals; determine the requirement for and feasibility of equipment modifications.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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