



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 OPERATIONS MANAGER	41*	G	9.309

Under general supervision, the Equipment Operations Manager coordinates and supervises the statewide operational activities of the Equipment Division of the Department of Transportation including supervision of personnel; purchase, maintenance, and repair of rental equipment which includes all vehicles and movable highway maintenance and construction equipment; purchase communications equipment, Urban Mass Transportation Act equipment, fuel for use by all State agencies, and tools and other non-rental equipment; purchase parts, construction materials and supplies.

Coordinate and oversee operational activities which includes monitoring division operations through direct contact with division and agency staff; review and analyze reports regarding shop performance and scheduling; review recommendations furnished by subordinate staff regarding personnel matters, training, equipment improvements, repairs, and procedures; develop solutions to resolve problems and improve efficiency and performance.

Monitor shop and stockroom activities for adherence to federal and State laws, rules and regulations, and agency/division policies and procedures; schedule statewide equipment for use by the districts; establish equipment shop priorities on a statewide basis for rebuilding equipment; provide the Equipment Superintendent with pertinent data and information regarding division personnel and operational activities.

Assist in the development and communication of division policies and procedures by reviewing State and federal laws, rules and regulations; gather and review information from division and agency staff; prepare recommended policies and procedures and obtain management approval; initiate meetings with division/agency personnel regarding policies, procedures and compliance.

Participate in the development of the rental and non-rental equipment budget for the department; review reports which indicate age, mileage, and repair history of all equipment in the fleet; gather information from division/district staff regarding rental and non-rental equipment requirements; develop a purchase schedule for rental equipment and review the schedule with district personnel.

Prepare budget recommendations in conjunction with the Equipment Superintendent for presentation to agency management; review and revise operational and capital improvement budgets submitted by equipment shops and storerooms prior to submission for supervisory approval and monitor expenditures to ensure compliance with the approved budget.

Direct the preparation of specifications and/or purchase requisitions for the purchase of rental and non-rental equipment, maintenance and construction materials and supplies, communications equipment, Urban Mass Transportation Act equipment for service organizations, fuel for use by State agencies, and participate in the vendor selection process; conduct specification meetings with division/agency personnel to discuss requests for modifications and betterment; review specifications developed by the equipment specifications analyst and provide technical assistance as necessary; submit requisitions to the State Purchasing Division; and select an appropriate vendor from the approved list.

Supervise professional and skilled craft personnel including Highway Equipment Mechanic Supervisors, Supervisory Buyer, Highway Equipment Mechanics, and Sign Production Supervisor to accomplish the goals of the division; hire and train employees; assign and review work; motivate staff; provide counseling and guidance;

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

initiate disciplinary actions; and oversee division activities in the absence of the Equipment Superintendent or as requested.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, engineering, or closely related field and two years of professional experience which included responsibility for planning, organizing and directing the operations of a major highway equipment repair facility or multiple facilities; developing operating procedures; reviewing specifications for bids; budget development; and supervision; **OR** graduation from high school or equivalent education and four years of professional experience as described above, two of which were in a supervisory capacity; **OR** two years as a Highway Equipment Mechanic Supervisor II in Nevada state service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

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

Working knowledge of: equipment shop and stockroom operations; principles and practices of supervision; operation and maintenance of construction and maintenance equipment and related supplies and materials; computer systems sufficient to input and retrieve information. **Ability to:** make appropriate determinations regarding the repair and/or replacement of equipment; interpret and write equipment specifications; develop goals and objectives as applied to coordinating and supervising operational activities; establish work priorities, delegate assignments, and train, motivate and supervise staff; communicate effectively orally and in writing; establish and maintain cooperative working relationships with division and agency staff, outside agencies, and vendors.

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

Working knowledge of: principles and practices of budgeting and fiscal management; State and agency administrative rules, policies, and procedures; federal and State laws, rules and regulations pertaining to department operations. **Ability to:** interpret laws, regulations, policies and procedures pertaining to agency operations; establish priorities that reflect the relative importance of job responsibilities and projects; mediate between contending parties and groups; identify and analyze information, procedures, and practices; identify concerns and problems and develop alternative solutions.

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.

9.309

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