

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXEMPT	Job Code:	ACV34832
Job Class Code:	810	Salary Schedule:	AREG
EEO Category:	01	Grade:	22
Workers Comp Code:	8380		
Job Code Established:	04/05/91	Effective Date:	04/05/91
Job Code Revised:	07/01/05	Effective Date:	03/01/05

JOB CODE SERIES: Regional Equipment Series

JOB CODE TITLE: REGIONAL EQUIPMENT MANAGER

HRIS TITLE: REGL EQP MGR

CHARACTERISTICS OF THE JOB CODE: Works under general direction of the Equipment Administrator or other administrative supervisor, in accordance with organization's overall equipment management policies. Has the authority to evaluate the efficiency/effectiveness of assigned vehicle/equipment service/repair shops; administer regional equipment services budget; interpret/develop equipment management policies. Coordinates the operations of several full-service automotive/ heavy construction equipment service/repair shops in an assigned geographic area. Responsible for coordinating the activities of several vehicle/equipment repair shops; coordinating/developing training programs for subordinate staff; developing/monitoring the region's equipment services budget; evaluating the efficiency/ effectiveness of assigned vehicle/equipment service/repair operations; developing, with other regional managers and user staff, an overall equipment management plan. Work product consists of equipment management program developed/implemented in assigned geographic area; regional equipment services budget developed/implemented; management reports regarding vehicle/equipment repair, maintenance, utilization, and related issues prepared.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Develops/administers region wide equipment management plan/program. Coordinates operations of regional equipment service/repair shops to provide safe, operable vehicles/equipment and cost-effective/timely repairs/maintenance service to users. Evaluates efficiency/effectiveness of vehicle/equipment repair shops in assigned region. Develops/administers equipment management program for assigned region. Prepares a variety of equipment management oriented reports. Develops/interprets equipment management policies/ procedures. Develops/monitors training programs for subordinate staff. Performs related work as required

WORK CONDITIONS: Some exposure to dirt, grease, noise, and temperature extremes; possible exposure to hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: fleet management principles; the automotive/heavy construction equipment needs of the organization; parts procurement/inventory control procedures/ practices; employee supervision/training principles and practices; of budget development/implementation principles/ practices; organization's overall equipment management program.

Skill in: applying fleet management principles in developing/ administering a district-wide equipment management program/plan; establishing and maintaining effective working relationships; projecting parts, supplies, staffing, and equipment needs based on past usage and anticipated organization activities/program changes; developing/interpreting equipment management policies/procedures; equipment management oriented recordkeeping/report preparation.

Title: Regional Equipment Manager

Job Code Number ACV#34832

Experience and Education: Typical ways to obtain the KSAs would be:

Supervisory experience in a fleet maintenance operation or in equipment repair/service;

Experience as an Equipment Shop Supervisor.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Must possess a valid Arizona driver's license at a level appropriate to the position/assignment.