

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV62785
Job Class Code:	070	Salary Schedule:	AREG
EEO Category:	01	Grade:	20
Workers Comp Code:	8380		

Job Code Established:	12/23/83	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Labor, Trades, and Custodial Supervision Series

JOB CODE TITLE: EQUIPMENT UTILIZATION SUPERVISOR

HRIS TITLE: EQP UTILZN SPV

CHARACTERISTICS OF THE CLASS: Under the direction of the Fleet Administration Manager, exercises independent judgment with respect to work methods and procedures, within established agency rules, regulations and standards. Has the authority to develop and implement work unit policies and procedures; make recommendations for improved utilization of equipment. Supervises and directs the activities of staff involved in analyzing equipment utilization, planning, scheduling and coordinating of equipment and acquisition and disposal of equipment; schedules work activities for subordinate staff; reviews reports and recommendations completed by subordinate staff. Work product consists of completed annual plans; completed schedule of work activities; necessary fleet equipment acquired, distributed and disposed of; completed utilization reports and recommendations. Responsible for directly supervising subordinate supervisory staff; timely and accurate completion of all projects assigned to the work unit; scheduling and assigning work activities to staff in the work unit.

EXAMPLES OF DUTIES: Devises a schedule of work or itinerary, agenda, or timetable for subordinates on a daily or weekly basis, within a work unit. Devises a schedule or timetable for routine or special work projects, functions, or uses of facilities. Examines and reviews purchase orders for the program on regular basis. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Reviews work products of achievements of subordinate workers; evaluates work and formulates plans for improvement. As Program Manager in operating agency, confers with sales representatives or equipment or supply company agents selling to programs of this kind; makes inquiries and observes displays and demonstrations. Examines written material emanating from within and from outside work system; confers with subordinates, superiors, and others outside the work system; directs subordinates in research. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.

Reads, examines, and reviews reports prepared by subordinate workers or officers; makes corrections, adjustments, raises questions, routes back to writer or approves. As a planning device, gathers data on workload or service load over designated period, then, making adjustment based on calculated estimates, projects same figures for future period. Establishes and maintains work standards, procedures, methods and rules. Gathers data, compiles and evaluates information and carries out special studies; writes reports under direction of administrator or agency head. Examines and analyzes data from management information systems, evaluates and makes recommendations based on this analysis. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making. Participates in the development of an annual plan of work activity, including statements of scope of activity, goals and objectives; studies materials, confers with others involved, constructs assigned aspects and participates in formulation of final product. Performs related work as required.

WORK CONDITIONS: No unusual working conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of equipment utilization and scheduling; characteristics and capabilities of a variety of automotive and heavy equipment; principles of automotive and heavy equipment operation and maintenance; principles and practices of planning and managing a diversified program area.

Skill/Ability to: work management and work leadership; analyzing and evaluating a variety of technical data; oral and written communication; interpersonal relations, as applied to contacts with agency user, vendors and subordinate staff.

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

- Two years of administrative experience at a level equivalent to or above the Equipment Shop Supervisor I in an area appropriate to the assignment, one year of which must have been in a large fleet management program.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.