

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV76780</b>
<b>Job Class Code:</b>	<b>670</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>8380</b>		

<b>Job Code Established:</b>	<b>03/14/72</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Purchasing Series

**JOB CODE TITLE:** EQUIPMENT ACQUISITION AND DISPOSAL SUPERVISOR

**HRIS TITLE:** EQP ACQN & DISPOSAL SPV

**CHARACTERISTICS OF THE CLASS:** Under direction, is responsible for work of considerable difficulty supervising, participating and performing a wide variety of specialized equipment and supplies acquisition activities for the Arizona Department of Transportation and occasionally, other agencies of State Government.

**EXAMPLES OF DUTIES:** Supervises and participates in writing detailed equipment specifications and warranties which may involve such things as type of equipment, power variations, gear trains, differential ratios, load capacities and other special requirements; reviews bids for completeness and form and recommends to supervisors the most acceptable bid; consults with department officials and district engineers to determine equipment and supply needs; reviews equipment utilization reports and recommends placement or transfer of equipment for effective and economical usage; supervises the receipt, storage and control of parts, tools and materials; supervises and participates in the maintenance of records of specifications, prices, sources of supply and catalogs; advises and assists management in the replacement and disposal of obsolete or unrepairable equipment; performs evaluation tests of various units or components prior to preparation of specifications; sets up training programs for operators and mechanics on the operation and maintenance of new equipment; participates in the development of divisional policies and procedures.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** automotive, heavy construction and related equipment markets and marketing practices; the form, content, principles, methods and procedures of writing detailed equipment specifications; the principles and methods of business management.

**Skill/Ability to:** supervise a varied equipment procurement program; ascertain the essential characteristics and qualities of highway construction and automotive equipment desired and the ability to describe in writing the minimum requirements of this equipment in the form of a specification, warranty and a catalog description; establish and maintain effective working relationships with vendors, other State officials, supervisors and subordinates.

### **SPECIAL SELECTION FACTORS:**

Four years of progressively responsible experience in maintenance or administration of mechanical or motorized equipment procurement activities, including at least one year in a supervisory capacity.