

## **POSITION DESCRIPTION**

Title: Equipment Manager  
Department: Highway Department – Operations Section  
Job Analysis: July 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Operations Manager, County Engineer  
Subordinate staff: None  
Internal contacts: Area Maintenance Supervisors, Engineering Personnel, Accountants, Other County Employees  
External contacts: Equipment and Parts Suppliers, Auction Companies & General Public  
Status: Classified/Non-Exempt (K)

### **Job Summary**

The Equipment Manager position coordinates with various sections within the Highway Department to develop specifications and oversee purchases for all Highway Department equipment. This position also coordinates with auction companies when selling Highway Department equipment, coordinates with Highway Chief Accountant to complete/maintain annual equipment inventory and maintain fixed asset inventory, and oversees equipment maintenance programs and equipment maintenance records.

### **Job Domains**

1. Maintain Highway software inventory.
2. Maintain Highway office equipment inventory.
3. Maintain Highway heavy equipment/fleet inventory.
4. Develop specifications for equipment purchases as needed.
5. Manage and oversee equipment warranty criteria.
6. Development and oversee equipment maintenance programs.
7. Responsible for ensuring accurate equipment maintenance records are kept.
8. Provide information to general inquiries.

9. Attend auctions as needed.
10. Perform inspections and oversee maintenance of Highway Department fueling systems.

### **Knowledge, Skills, and Abilities**

1. Verbal skills to communicate information to supervisors, co-workers, and vendors.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists and instructions.
4. Math skills to understand technical specifications.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in analyzing and diagnosing problems in automotive and heavy construction equipment.
8. Knowledge of safety rules, including accident causes and prevention.
9. Ability to work independently without close supervision.
10. Knowledge of county policies, procedures and rules.
11. Good people skills and work well with others.
12. Good organizational skills.

### **Physical Characteristics**

1. See well enough to read regular print and numbers without error or transposition and inspect small parts.
2. Hear well enough to talk on telephone, to determine mechanical problems.
3. Speak clearly enough to communicate information.
4. Use of hands and fingers to write and to use tools.
5. Strength to lift up to fifty (50) pounds, unassisted.
6. Physical dexterity sufficient to operate levers, gears, etc.
7. Body movement to climb on top of or crawl under various types of equipment.

### **Other Characteristics**

1. Willing to work overtime and nonstandard hours as necessary.
2. Willing to travel out of area as needed.
3. Required to wear uniforms as directed by County Engineer.

### **Minimum Requirements**

1. Have a valid driver's license.
2. Commercial Driver's License (CDL – Class A) preferred but not required.
3. Experience in automotive and heavy equipment repairs and maintenance preferred.
4. High school diploma or equivalent preferred, but not required.