

71510

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

EQUIPMENT ANALYST 1

Abolished Initially Effective January 13, 2006
Abolished Final Effective February 10, 2006

Definition: Under the direction of the Equipment Analyst 2, analyzes agency vehicle, industrial/commercial and specialized equipment needs, uses, and cost effectiveness. Prepares equipment specifications and purchase requisitions for approval.

Typical Work

As directed, analyzes agency-wide industrial/commercial and agency specialized equipment, and contract vehicle needs and usage; prepares specifications and drafts purchase requisitions for equipment that balances the effectiveness of equipment to meet user requirements;

Assists Equipment Analyst 2 by analyzing and recommending contract bid specification alterations reflecting changes in industry; estimates costs for routine automotive purchases from mandatory contracts;

Uses knowledge of equipment operation, agency programs, and user requirements to negotiate equipment specifications with Regions and Divisions;

Arranges for demonstration and testing of new industrial commercial equipment to analyze potential for meeting department requirements;

Assists Equipment Analyst 2, in making recommendations for adjustments to existing contract specifications and equipment replacement plans;

Drafts purchase requisitions for procurement of new and replacement commercial industrial and agency specialized equipment;

Analyzes equipment operator and maintenance procedures; advises Equipment Analyst 2 of needed economic and efficiency changes; assists Equipment Analyst 2 in monitoring policy compliance; assists users in identifying training needs; delivers industrial/commercial equipment operation and maintenance training;

Studies new developments in equipment industries; maintains liaison with company representatives to keep current with markets in automotive, industrial/commercial and specialized equipment;

Performs other work as required.

Knowledge and Abilities

Knowledge of: automotive and industrial commercial equipment specifications, operation and maintenance requirements; State and Federal equipment safety regulations.

Ability to: conduct analysis studies and surveys; establish and maintain effective working relationships; write and communicate clearly and effectively.

Minimum Qualifications

A Bachelor's degree in business administration, transportation, or related field.

AND

Two years of experience in maintenance and repair or operation of automotive, heavy, and/or industrial commercial equipment fleet.

Additional qualifying experience will substitute, year for year, for education.

New class

Effective July 14, 1989