

Specification for Class of

EQUIPMENT FUND ASSISTANT MANAGER-DNR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Manages the Automotive, Heavy, Small Motored, Federal Excess, and Shop Equipment Programs within the Natural Resources Equipment Fund. Develops processes, systems and facilities for fuel storage and dispensing, parts usage and inventory, repair work orders, labor and office automation related to the delegated programs; directs work necessary to keep facilities and systems operational.

Typical Work

Establishes requirements for management information systems for reporting and tracking operational expenditures for equipment replacement parts; labor, fuel, and oil; and contract equipment repairs;

Determines equipment fund data processing requirements; evaluates hardware and software; develops work plans and budget expenditures; coordinates with Information Management for technical data processing assistance and support;

Analyzes reports generated by the system and makes recommendations for improved management practices;

Drafts policies and procedures governing maintenance operation and replacement of DNR Revolving Fund equipment;

Estimates equipment life cycles, maintenance, and operating costs; recommends rental rates; establishes depreciation and replacement schedules; prioritizes, recommends, and allocates replacement funds;

Manages, plans, and directs the work of the agency's central maintenance shops (repair/rebuild facilities);

Plans, directs, and supervises the development of technical equipment specifications; directs the fabrication of specialized equipment to meet the agency's needs (e.g., farm equipment, marine research);

Supervises the inventory accountability section which maintains property records on all Department fixed equipment assets;

Directs, plans, and supervises the Olympia Equipment Pool which provides direct automotive, heavy, small motored and radio equipment to the Olympia Divisions, and backup and specialized equipment for the Areas;

Directs, plans, and supervises the rental of DNR equipment to other governmental agencies;

Prepares the Equipment Fund Capital Budget and reviews/advises the Division Manager and the Equipment Fund Manager-DNR as to feasibility and priorities on all Area/Division Capital Budget proposals affecting the Equipment Fund;

Directs, plans, and supervises the disposal of replaced/excess equipment and supplies involving price negotiation, marketing, managing dollar returns, and monitoring periodic transactions with other State agencies and Property Redistribution section of General Administration;

Manages the equipment and supplies transportation service, including service to other governmental agencies;

Supervises a clerical and technical staff providing support to delegated equipment revolving fund programs;

Performs other work as required.

Knowledge and Abilities

Knowledge of: business management principles; accounting; statistical methods; equipment types and their uses; equipment maintenance and operation costs and problems; principles and procedures of administration and supervision.

Ability to: plan and direct a complex business operation; evaluate statistical and fiscal data; evaluate operations; effectively coordinate and direct operations and personnel; conduct research; read and interpret laws, regulations; write and speak clearly.

Minimum Qualifications

A Bachelor's degree with major study in business administration, public administration, engineering, natural resource management, transportation management, or closely allied field.

AND

Two years of administrative or managerial experience directing the operation of a large inventory of motorized equipment (over 200 pieces of equipment) that includes heavy diesel-powered construction equipment.

Additional qualifying experience may substitute, year for year, for the required education.

New class

Effective April 11, 1986