

EXECUTIVE DIRECTOR, FLEET SERVICES AND PLANNING**Nature of Work**

Directs and manages the purchase, assignment, maintenance, and disposition of all rolling stock highway equipment for the Department of Highways. Oversees the Highways Equipment Division and the ten district based Equipment sections. Responsible for overall assessment of the highways equipment fleet's ability to meet the agency mission and the planning and implementation of programs and activities to ensure the fleet supports the agency's highway maintenance obligations. Performs related work as required.

Examples of Work

Reviews statistical and historical information regarding the equipment fleet to determine efficiency and/or performance problems.
Determines new equipment purchase priorities based on existing and anticipated needs versus available funding.
Reviews equipment purchase specifications.
Interacts with equipment vendors in evaluating products and resolving warranty issues.
Reviews equipment performance data.
Supervises the Equipment Division Director and the ten District Equipment Supervisors.

Knowledge, Skills and Abilities

Knowledge of business and public administration principles.
Knowledge of state purchasing regulations.
Knowledge of budget process and implementation of budgets for various spending units.
Knowledge of highway equipment.
Knowledge of human resource management principles.
Knowledge of dispute resolution techniques.
Ability to interpret statistical data.
Ability to communicate effectively both orally and in writing.
Ability to set priorities and follow up effectively.
Ability to effectively supervise subordinate personnel.

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EXECUTIVE DIRECTOR, FLEET SERVICES AND PLANNING (CONT'D)

Minimum Qualifications

Training: Bachelor's Degree from an accredited college or university in public or business administration.

Substitution: Experience as described below may be substituted on a year for year basis.

Experience: Ten years of full-time or equivalent part-time paid professional or managerial experience in business administration, public administration, transportation, construction, manufacturing, or mining.

Established: 7/15/2004
Effective: 8/01/2004