

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Equipment Bureau Chief Position Number: 66305 Location: Helena

Department: Transportaiton Division and Bureau: Maintenance/ Equipment Bureau

Section and Unit: n/a

Job Overview:

The Equipment Bureau Chief is responsible for the administrative functions, policy development, fleet management and personnel management for the Equipment and Motor Pool programs. Fleet management responsibilities include managing the procurement, maintenance, repair, servicing and retirement of both the MDT and Motor Pool fleets. The Equipment Bureau Chief establishes policies and guidelines for fleet administration, budget, purchasing, and allocation of vehicles and equipment to field operations. This position reports to the Maintenance Division Administrator. This position directly supervises 4 employees and indirectly supervises 21 employees in Helena. The Division Equipment Shop Superintendents also indirectly report to this position.

Essential Functions (Major Duties or Responsibilities):

Program Management 45%

- Develops, reviews, and enforces policies and procedures for fleet operations. Makes revisions to provide a safe, efficient, and cost-effective fleet operation. Develop policies and procedures to accomplish vehicle repairs, safe operations and equipment modifications.
- Develops and reviews program goals, strategic plans, annual plans and work plans including work plans to prioritize work for statewide repair shops.
- Oversees the management of the Equipment and Motor Pool Fleet Management system. Provides direction and oversight for developing system requirements, system upgrades, new enhancements and resolutions to problems.
- Provides direction and oversight for development of the Equipment and Motor Pool Rental Rates. Works with program financial staff to make rate development recommendations,

review rates prior to implementation, monitor actual rate performance throughout the year and monitor cash and revenue data.

- Works with the MDT Administration Division, Governor's Budget Office, Legislative Fiscal Division, and others on developing EPP requests, and statewide Equipment and Motor Pool budgets using knowledge of fleet operation costs, equipment and vehicles costs, and budgeting processes.
- Develops and presents information to the Legislature on program budgets and proposals for legislative or program changes for the Equipment and Motor Pool Programs.

Fleet Management 40%

- Researches and evaluates new equipment and repair products, materials and the latest technology to enhance both fleet and repair shop efficiency, improve department operations, lower costs, increase fleet longevity, and provide appropriate vehicles and equipment for users.
- Provides technical expertise in developing and updating vehicle and equipment specifications to incorporate new technology and provide proper equipment that meets operational needs.
- Analyzes and uses fleet management system information to optimize fleet operations. Reviews and provides fleet management reports to fleet users and managers. Works in conjunction with area and program managers to ensure proper utilization, use and maintenance of the fleet. Makes recommendations for fleet sizing, disposal or more efficient utilization of the fleet.
- Develops, monitors and reviews the Preventive Maintenance (PM) program and ensures compliance using fleet management system reports and consultation with users and repair shop personnel. Provides on-going preventive maintenance program training.
- Serves as liaison with manufacturer's sales and service representatives regarding purchasing and delivery of new equipment and repair parts, warranties, new technologies, training, and factory recalls to obtain maximum benefit from manufacturers and vendors.
- Plans, develops, and implements the Bureau's replacement schedule each fiscal year. Coordinates with MDT Divisions, Bureaus, and programs for equipment and vehicle replacement needs and configuration. Develops and coordinates procedures and authorization for assignment and reassignment of units. Conducts vehicle and equipment needs assessments with field users. Develops long term purchase plans to ensure equipment is purchased, delivered and replaced.
- Oversees equipment surplus decisions. Identifies the units and commodities to be sent to the Surplus Property Bureau. Makes decisions about sending equipment to surplus, repurposing equipment or to use for parts.

- Serves as a single point of contact for the public, the department, state, regional, and national equipment organizations. Represents MDT at regional and national fleet management conferences. Presents fleet material at MDT conferences and meetings.
- Oversees the Central shop fabrication process to include prioritizing and coordination of short and long term projects, design changes recommended by equipment operators, and Equipment Bureau staff. Schedule purchases of equipment and components to meet fabrication shop needs, fabrication timelines and to coordinate seasonal needs in the field.
- Provides technical expertise to the agency personnel, and field equipment repair shops, regarding fleet repair, modification, operation, maintenance and replacement. Authorizes and/or makes recommendations regarding all fleet repair that exceed the field's delegated authority, including authorizing emergency repair work. Advises field equipment repair shops regarding vehicle and equipment failures, accidents, warranties, repairs and costs related to repairs to MDT and Motor Pool fleet. Reviews equipment shop operations and advises equipment users on equipment maintenance policies, practice, procedure and techniques. Reviews quality of shopwork and recommends training needs

Supervisory 10%

Manages professional and technical staff of the Bureau by reviewing and revising overall program work plans, priorities, and procedures, and monitoring productivity of bureau. Ensures that Bureau staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements.

Other Duties 5%

Performs a variety of other duties and activities as assigned by the Maintenance Division Administrator in support of the Department mission and objectives.

Supervision

If this incumbent supervises others, please list each employee supervised and the position number:

The number of employees supervised is: 4

The position number for each supervised employee is: 66317, 66311, 66314, 66103

Physical and Environmental Demands:

- Works in a typical office environment.
- Travels occasionally to MDT office locations and sections houses around the state.
- Travel by plane to work conferences.

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of concepts, practice and theories of vehicle and equipment mechanical repair and operation.
- Knowledge of shop operations, the fabrication process, repair procedures, time requirements and cost.
- Knowledge of fleet operation, equipment and vehicle costs, and budgeting processes.
- Ability to work with manufacturers, other states, and other government agencies.
- Knowledge of purchasing procedures.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Mechanical Engineering, Diesel Technology, Automotive Technology, Business Administration, or a related field.

This position requires a minimum of 5 years of experience in program management or other related experience. This position requires a minimum of 3 years of supervision or team lead experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| none Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Program Manager

Job Code Number: A9J02B

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date