

## EDITED TASK LISTING

**CLASSIFICATION:** Chief of Mobile Equipment Operations

**NOTE:** *Each position within this classification may perform some or all of these tasks.*

<b>Task Statements</b>	
1.	Plan and organize a statewide program for the purchase, maintenance and disposition of a fleet of automotive, heavy construction and maintenance equipment using Department of General Services (DGS) fleet guidelines, as required.
2.	Direct a statewide program for purchase, maintenance and disposition of a fleet of automotive, heavy construction and maintenance equipment using DGS fleet guidelines, as required.
3.	Recommend policy to control equipment/vehicle maintenance, repair, tracking, location and availability using database software and inventory transfer sheets, as needed.
4.	Develop policy to control equipment/vehicle maintenance, repair, tracking, location and availability using database software and inventory transfer sheets, as needed.
5.	Distribute policy to control equipment/vehicle maintenance, repair, tracking, location and availability using database software and inventory transfer sheets, as needed.
6.	Conduct long-range planning for future equipment to ensure cost effectiveness of purchasing vs. renting using a five year projection, based on program needs.
7.	Conduct long-range planning for future repair facilities to ensure cost effectiveness of purchasing using a five year projection, based on program needs.
8.	Manage the electronic data collection system to ensure proper maintenance, repair, licensing and tracking of vehicles/equipment using the computer based share-drive, on an on-going basis.
9.	Evaluate equipment requirements to effectively select equipment to be purchased vs. rented using a five year projection, based on projected workload and available resources.
10.	Assist regional Chiefs in the selection of appropriate equipment for specific jobs to ensure timeliness and funds available using a five year projection, as needed.
11.	Direct the preparation of the budget for procurement of all vehicle equipment units to ensure timeliness and funds available using a five year projection, as needed.
12.	Direct the preparation of the budget for replacement of all vehicle equipment units to ensure timeliness and funds available using a five year projection, as needed.
13.	Direct preparation of specifications for the purchase of construction vehicles/equipment or other mobile equipment to ensure timeliness and availability of funds using a five year projection, as needed.
14.	Direct preparation of manuals of instruction for equipment operation, facility safety and safe work practices to allow for the training of all operators using equipment specific course curriculum, as needed.
15.	Direct and approve preparation of specifications for equipment maintenance facilities to ensure a safe work environment for all employees using Safety Data Sheets and approved Personal Protective Equipment, as needed.
16.	Direct investigations concerning misuse of State vehicles and citizens' complaints to comply with Fleet and Departmental guidelines using established policies and procedures, as required.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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Task Statements	
17.	Conduct shop inspections to ensure compliance (e.g, Hazardous Materials Storage, Storm Water Pollution Prevention Plan, database, repair orders, maintenance, safety, etc.) using established policies/procedures, as required.
18.	Conduct equipment inspections to ensure preventative maintenance and repairs were completed per manufacturer's recommendations using established policies and procedures, as required.
19.	Serve as the department's representative in regional transactions for equipment and facility sharing, based on regional workload using established policies/procedures, as needed.
20.	<b>Analyze needs for vehicle/equipment repair to ensure preventative maintenance is being implemented using mileage logs/hour meters, as needed.</b>
21.	<b>Train staff on the use and maintenance of vehicles/equipment to ensure all safety procedures are followed using instruction manuals and On-the-Job training, as required.</b>
22.	<b>Develop a schedule for equipment/automotive transportation based on availability and project needs to ensure scheduled project needs are met using the equipment transfer process, as needed.</b>
23.	<b>Schedule material transportation based on availability and project needs to ensure scheduled project needs are met using the material transfer process, as needed.</b>
24.	<b>Develop contracts for moving equipment/materials to various institutions, based on workload and availability of statewide resources using departmental policies and procedures, as needed.</b>
25.	<b>Develop contract scope/specifications to purchase vehicles/equipment, based on program needs using a five year projection, as needed.</b>
26.	<b>Maintain mileage logs on vehicles to justify utilization using database software, as required by DGS and Departmental guidelines.</b>
27.	<b>Maintain hour meter logs on equipment to justify utilization using database software, as required by DGS and Departmental guidelines.</b>
28.	<b>Maintain Department of Motor Vehicles (DMV) records for title, registration, smog and removal from inventory (survey) to ensure DMV and air quality compliance using database software, as required.</b>
29.	<b>Review fuel log tracking usage for all charges for Inmate Ward Labor program projects to ensure appropriate charges using institution logs/voyager card, as required.</b>
30.	<b>Respond to emergency state vehicle/equipment repair requests to ensure safety/security of the institutions and assist staff traveling using Departmental guidelines, as needed.</b>

*Tasks highlighted in bold text are not currently on the SPB classification specification*