

Washington State Department of Personnel
Class Specification

EQUIPMENT ASSISTANT MANAGER-TRANSPORTATION

600N

Abolished: Adopted 08/13/2009, Effective 08/14/2009

Definition:

Manages the statewide operational support functions of fuel and vehicle maintenance for the Transportation Equipment Fund (TEF). Develops and modifies computer information systems. Directs the installation, operation, maintenance and replacement programs of bulk fuel and oil dispensing facilities.

Typical Work:

Identifies the need for new systems to control all operational aspects of TEF and, as project manager, develops and implements projects to fulfill the need;

Plans, designs and evaluates technical specifications for procurement of fuel tanks, dispensing equipment, leak detection and card actuated systems;

Develops bid specifications for fuel tank removal and replacement, new tank design, dispensing pumps and electronic control systems;

Formulates fiscal, staffing and management analysis studies for TEF equipment; estimates equipment life cycles and makes recommendations;

Directs and supervises the agency-wide implementation, operation and maintenance of a card actuated fuel dispensing and inventory system;

Plans for and directs the removal of underground storage tanks or the upgrading or replacement of same;

Facilitates and monitors agency compliance with related governmental regulations, to include environmental considerations;

Acts as contact point for agency fuel site management procedures and originates instructional materials and provides direction on fuel related issues and inquiries;

Performs other duties as required.



Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

A Bachelor's degree in business administration, transportation, or allied field and three years of administrative experience in management of a large diversified fleet that required utilization of computerized systems for reporting and control.

OR

Two years of experience as an Equipment Analyst 2 or Equipment Supervisor, Transportation.

(A large diversified fleet as identified in the above minimum qualifications is a fleet consisting of 200 or more motor vehicles and pieces of diesel-powered construction equipment.)

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

Class Specification History

New class adopted December 13, 1985.

Revise class. Revises definition, minimum qualifications and general revision; adopted November 9, 1990.

Revise class. Revises title (formerly Transportation Assistant Equipment Manager), minimum qualifications; adopted September 10, 1993.

Revise class. General revision; adopted May 10, 2007, effective July 1, 2007