



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HIGHWAY DISTRICT EQUIPMENT MANAGER

Job Number: 20000590

Job Code: 17180V230916

Job Group: 1700 - AUTOMOTIVE AND MECHANICAL

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management of a particular highway districts fleet operation consisting of, but not limited to, vehicles, medium and heavy trucks and various types of equipment. Provides district management with guidance on policies and procedures relating to assigned fleet operations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have eight years of automotive mechanical maintenance and repair experience.

Substitute EDUCATION for EXPERIENCE:

Vocational or technical training in automotive mechanics or a related field will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Automotive mechanical experience will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. In addition, an employee in this job classification must furnish the agency's appointing authority within six months of employment in this job classification, documentation that he/ she possesses a valid Class A Commercial Driver's License with a tank vehicle endorsement. Must complete agency supervisory training within probationary period. Must maintain any required licensure(s), certification(s), or

other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises the various garages located in the district and arranges the channeling of equipment for repair to the various garages on a workload basis. Plans, directs, and manages all programs in the acquisition, assignment, utilization, maintenance, repair, replacement and surplus of assigned inventories. Oversees the supervision and implementation of all staff and programs to assure economical and efficient operations. Supervises and assigns duties and responsibilities to staff. Manages District Equipment operations budget. Provides technical assistance and maintains and provides a continuous district wide training program meeting automotive equipment and vehicle operational needs. Manages all licensed automotive/equipment manufacturer and repair software and diagnostic tools to ensure subscriptions are current and active. Provides technical assistance and maintains a continuous training program for equipment repair and operator personnel. Makes field inspections and gives instructions in the proper use of highway equipment. Ensures the transfer and maintenance of an inventory of highway road equipment within the district. Inspects doubtful equipment and makes recommendations as to its disposition. Makes written reports to district and central office authorities relative to damaged equipment. Directs the maintenance of a parts inventory in each garage to ensure an adequate supply of repair parts and assemblies. Makes recommendations to correct irregularities and to improve operational procedures.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.