

Title: Equipment and Procurement Officer	Effective Date: June 24, 2017	Grade: XVIII	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direction of the Division Head of Equipment and Procurement, this position is responsible for performing administrative and supervisory work, assisting in the planning, organizing, and directing activities of the Division; managing the Department's vehicle/equipment fleet; and overseeing all technical equipment specifications and preparing proper bid documents for all new equipment.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist Division Head in supervising a staff of professional, technical and clerical personnel.
- Assist Division Head in managing the Department's Road Machinery and Equipment Fleet.
- Assist Division Head in managing adherence to State Procurement Law and the Department's procurement of goods and services.
- Approve equipment specifications based on review of current literature and machinery improvements.
- Assist District and Division management personnel in adhering to policies and procedures for the Department's Equipment Preventive Maintenance Program.
- Advise Districts and Divisions in all matters pertaining to fleet management, including utilization, life cycle costing, and all forms of technical analysis.
- Work with Computer Services and Fiscal Services to maintain and update Department Equipment Management System (EMS) and prepare fleet/equipment reports.
- Submit reports to U. S. Department of Energy verifying the Department's fleet purchases of Alternative Fuel Vehicles (AFV) and conformance to federal laws and guidelines.
- Develop, maintain and update databases in MS Access for tracking and reporting information related to the Department's equipment auction, purchase and delivery of new equipment and any other equipment management needs.
- Supervise and assist with the Department's Vehicle Inventory and Assignment reporting to the Department of Finance and Administration.
- Manage the Department's disposal program of major and minor tagged equipment and minor fixed assets.
- Manage the Department's Vehicle Diagnostics and GPS Tracking/Fleet Management System.
- Provide management with necessary reports to recommend programming and budgeting to effectively utilize Department's on-road and off-road fleet.
- Assist Division Head in equipment cost accounting measures for accurate cost distributions.
- Serve as the Department's Procurement Official in the absence of the Division Head.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus six years related experience, OR the educational equivalent to a diploma from an accredited high school plus ten years of related experience. Experience in highway administrative or supervisory work. Ability to interpret and apply Department policies and procedures. Proficient experience and knowledge in technical and specifications writing. Thorough familiarity with the Department's Accounting Manual, Equipment Management System, purchasing procedures, and the State procurement law. Effective leadership skills and ability to communicate effectively with Department personnel and vendors on purchasing and equipment matters. Thorough familiarity with PC based internet and software applications. Strong knowledge of personal computers and Microsoft Word, Excel, Access, Power Point, and Outlook.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

