

Specification for Class of

EQUIPMENT ANALYST 2

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Analyzes agency-wide vehicle, industrial/commercial, heavy, and specialized equipment needs, uses and cost effectiveness. Prepares and approves equipment specifications and requisitions. Evaluates equipment upon delivery to ensure specification compliance and resolves problems of specifications deficient equipment;

OR

Within a region, performs analytical and administrative responsibilities for motorized fleet, or commercial/industrial equipment operations, and fleet related logistical support functions for a major operating location of the agency.

Distinguishing Characteristics: The Equipment Analyst 2 has full responsibility for negotiating to resolve conflicts with region/division management.

Typical Work

Interviews department managers and users to analyze department equipment needs, utilization and operation; considers cost factors, replacement schedules, availability and modification requirements to advise Region/Division Managers of equipment suitability and alternatives;

Prepares detailed bid specifications for all classes of equipment, through cooperation and negotiation with Regions and Divisions;

Represents agency when dealing with Division of Purchasing concerning mandatory use contracts for purchase of new automotive, heavy and industrial/commercial equipment;

Arranges for demonstration and testing of new and/or specialized equipment to analyze potential for meeting department needs and requirements;

Assists Equipment Services Assistant Manager with formulating equipment replacement plans and monitoring expenditures to ensure compliance with allocated funds;

Approves purchase requisitions for procurement of new and replacement vehicles, heavy, commercial/industrial and specialized equipment;

Authorizes, writes specifications, negotiates and monitors agreements for major equipment repairs that exceed Region/Division \$2500 limitation;

Conducts analysis of equipment rebuild versus replacement; negotiates specifications, warranty and price with vendors; implements the decisions and follows up with contract compliance;

Develops and implements equipment operator maintenance and repair policies; monitors agency policy compliance and reports need for corrective action to Equipment Services Assistant Manager; studies equipment operation and maintenance reports; may prepare and deliver or recommend training presentations for equipment operators and maintenance personnel; may prepare and deliver or recommend training presentations for equipment operators and maintenance personnel;

Supervises the work performed by the Equipment Analyst 1;

Studies new developments in equipment industries; maintains liaison with other State agencies and company representatives to keep up with current markets in automotive, heavy, industrial, commercial and specialized equipment;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: automotive, heavy and industrial commercial equipment specifications, operation and maintenance requirements; State and Federal vehicle and equipment load, design and safety regulations; procurement principles and procedures; criteria for equipment replacement.

Ability to: plan and conduct analysis studies and surveys; coordinate and negotiate equipment purchases for management units located throughout the state; establish and maintain effective working relationships; write and communicate clearly and effectively.

#### Minimum Qualifications

A Bachelor's degree in business administration, transportation, or related field.

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AND

Three years of managerial or administrative experience in operating an automotive, heavy, and/or industrial commercial equipment fleet.

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

New class established: 7-14-89

Revised definition: 7-13-01