

EDITED KSAPC LISTING

CLASSIFICATION: Chief of Mobile Equipment Operations

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

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of the principles and practices of personnel management and supervision including budgeting, planning, employee development and training to ensure program needs are met.
K2.	Advanced knowledge of the principles, practices, and operative characteristics for the operation, maintenance, use, and repair of motorized and other mechanical equipment used on heavy construction and maintenance work to ensure program needs are met.
K3.	Advanced knowledge of the approved methods, costs, tools, and equipment used for the repair and maintenance of vehicles/equipment to support construction projects.
K4.	Advanced knowledge of the principles and methods of preventative maintenance to ensure safety, longevity and cost effectiveness.
K5.	Advanced knowledge of the equipment requirements for maintenance and construction work to provide appropriate and effective equipment.
K6.	Advanced knowledge of the electronic data collection systems to track and ensure maintenance/repair of all vehicles/equipment.
K7.	Advanced knowledge of the safety regulations governing shop operation, including facility safety requirements, Hazardous Materials Communications Program, Respiratory Protection Policy, and other functions to ensure employee safety.
K8.	Advanced knowledge of the responsibilities and procedures of Departmental policies to maintain compliance.
K9.	Advanced knowledge of Departmental goals to meet five year projection plan.
K10.	Advanced knowledge of the methods of maintaining vehicle/equipment records and perpetual inventory of supplies to expedite repair and maintenance of all vehicles/equipment.
K11.	Advanced knowledge of the department's Equal Employment Opportunity (EEO) Program objectives to ensure a safe and harassment free environment.
K12.	Advanced knowledge of a manager's role in the EEO Program to ensure employees have necessary resources when needed.

EDITED KSAPC LISTING

CLASSIFICATION: Chief of Mobile Equipment Operations

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

KSAPC Statements	
Ability to:	
A1.	Communicate effectively in all situations to establish and maintain effective working relationships with all levels of staff.
A2.	Analyze situations accurately and take appropriate action to ensure the safety/security of employees and the institutions.
A3.	Establish and maintain priorities to ensure efficient and cost effective use of equipment, material and labor.
A4.	Inspect equipment, locate defects, identify cause of excessive wear or mechanical problems with equipment, and determine feasibility of making repairs to maintain the safety of the operator and the cost effectiveness of repair vs. replacement.
A5.	Develop cost estimates for repairing equipment to determine repair vs. replacement.
A6.	Read and interpret vehicle/equipment specifications to facilitate procurement of proper vehicles/equipment.
A7.	Procure special equipment to facilitate program/project needs.
A8.	Prepare budget for the procurement or replacement of vehicles/equipment to maintain a cost effective and reliable inventory.
A9.	Monitor expenditures and operate within a budget to maintain cost efficiency.
A10.	Initiate and assist with staff/inmate related investigations to ensure compliance with Departmental policies.
A11.	Keep necessary records and write reports to ensure accountability and advise management of future vehicle/equipment requirements.
A12.	Plan and conduct statewide training classes in equipment operation to comply with Title 8, Safety Standards and Occupational Safety and Health Administration (OSHA) standards.
A13.	Prepare procedure manuals to establish proper protocol and safe work habits.
A14.	Plan, organize, and coordinate the work of others to ensure efficient time management.
A15.	Use state supplied computers to track and document movement of vehicles/equipment.
A16.	Gain and maintain the trust and cooperation of others to ensure a hostile free work environment.
A17.	Effectively contribute to the department's EEO objectives to ensure a safe and harassment free environment.