



Warren C. Evans  
County Executive

## **DIVISION DIRECTOR OF EQUIPMENT – DEPARTMENT OF PUBLIC SERVICES**

### **GENERAL SUMMARY:**

Under the direction of the Director of Public Services, the Division Director of Equipment is responsible for the overall systematic planning, evaluation, and analysis of program planning, organizing, coordinating, direction, and the acquisition of talent for the Division of Equipment. This role leads and supports the services, contracts, funding and projects associated with DPS Equipment, to ensure effectiveness of service delivery, resource utilization and results.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Directs the operations of equipment procurement, inventory management and maintenance function
- Develops and implements goals, objectives, policies and priorities for the Equipment Division
- Manages the records, licenses, inspections, warranties, and service agreements for the County's construction related equipment and tools
- Develops and prepares the annual budget for the Equipment Division and monitors expenditures
- Tracks quality throughout the product lifetime
- Conducts periodic utilization review of County fleet and fuel use
- Evaluates and implements current and long-range planning policies
- May recommend internal control procedures
- Recommends improvements in County programs and services related to the Equipment Division.
- May recommend organizational cost savings initiatives
- Coordinates hiring, evaluation and supervision of staff
- Performs other duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the operation and repair a variety of equipment including a street sweeper, jetter/inductor truck, street roller, man lift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, and ditch witch
- Ability to deal courteously and effectively with the public, governmental officials, and other employees
- Knowledge of basic budget practices and procedures
- Knowledge of management practices
- Ability to deal effectively with others
- Knowledge of Wayne County policies, procedures and regulations
- Ability to communicate effectively, orally and in writing
- Judgment, reasoning and decision-making ability

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

## **REQUIRED COMPETENCIES:**

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

## **DESIRED EXPERIENCE AND TRAINING:**

Experience: Six years managerial or administrative experience including equipment acquisition, asset management and fleet maintenance.

Training: A Bachelor's Degree in Public Administration, Business Administration or related field is preferred or equivalent educational experience.

**WORKING CONDITIONS:**

Work is usually performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
February 2013