

EQUIPMENT ACQUISITION SPECIALIST

Job Code	Pay Grade
12996	CL17

Nature of Work

This is specialized technical work preparing procurement specifications relating to the purchase of various types of vehicles and heavy equipment. Employees in this class coordinate and monitor the purchase, utilization, and disposition of fleet mechanical equipment and rolling stock. Duties involve management and operation of the Vehicle Replacement Program (VRP), development of the annual replacement budget, discussions with user departments, agencies, and directors to determine vehicle and heavy equipment work requirements and usage, development of specifications which best reflect and meet the work requirements of the respective user departments and agencies, and lastly, but not limited to, ongoing interaction with the Purchasing Department for the timely procurement and delivery of approved vehicles and equipment.

Minimum Qualifications Requirements

- 5 years of experience involving the preparation of specialized and general vehicle and equipment specifications and the corresponding replacement analyses and budgets for the procurement of vehicles, heavy trucks, and specialized equipment; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Manages and administers the county's Vehicle Replacement Program (VRP).
- Prepares specifications for the procurement of automobiles, heavy trucks, and specialized equipment.
- Develops annual vehicle and equipment replacement budget.
- Establishes requisitions for the procurement of equipment and vehicles.
- Receives and inspects equipment for compliance with procurement specifications.
- Approves vehicle and equipment purchases for payment upon procurement inspection and acceptance.
- Coordinates with the Purchasing department, suppliers, vendors, and manufacturer/company representatives on matters germane to equipment acquisition.
- Coordinates the reassignment and disposition of fleet equipment and rolling stock.
- Provides input on matters relating to equipment modification and design and maintains an equipment specification and technical reference library.
- Maintains a high degree of knowledge currency in areas relating to available equipment and peripheral hardware that supports and fosters unit efficiency and effectiveness.
- Provides semiannual utilization reporting to department directors and County Administration.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of governmental purchasing methods and procedures and laws, rules, regulations and accounting principles related to equipment procurement.
- Knowledge of governmental methods and procedures related to formal bid procedures and recommendations for bid awards.
- Knowledge of departmental accounting methods and procedures.
- Knowledge of disposition procedures related to government equipment.
- Ability to prepare specialized equipment specifications, bids and contracts.
- Ability to interpret market prices or trends, as it relates to vehicle and equipment acquisition and disposition.
- Ability to prepare and interpret advanced spreadsheets in Microsoft Excel.

For official use only

Re-instated	EEOC Code	Overtime Code
11/12	Technicians	Classified/Excluded