

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Equipment Materiel Manager II	OFFICE/BRANCH/SECTION Division Of Equipment - Materiel Services/Purchasing 3251	
WORKING TITLE Equipment Acquisition Manager	POSITION NUMBER 932-001-1537-925	REVISION DATE 07/15/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Equipment Materiel Coordinator (EMC), the Equipment Acquisition Manager is responsible for administering one of the most difficult statewide programs for the Division of Equipment (DOE). The incumbent plans, organizes, directs, and conducts procurement activities for mobile fleet equipment under the DOE Expanded Purchase Authority Delegation. The incumbent interacts with various State Agencies, Departments, and Divisions, including the Department of General Services (DGS), the Division of Procurement and Contracts (DPAC), and the Division of Accounting (DofA). In the course of performing their daily duties, the incumbent uses various computer software systems including E-FIS, eProcurement, SCPRS, and Fleet Anywhere.

CORE COMPETENCIES:

As an Equipment Materiel Manager II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Climate Action - Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Equity - Innovation)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Prosperity - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Climate Action - Collaboration)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Utilizing the DOE Expanded Purchase Authority Delegation; the Equipment Acquisition Manager plans, organizes, directs, and conducts both formal and informal procurements. In the course of conducting these procurements, the incumbent determines procurement approach, creates formal and informal procurement documents such as Invitation to Bid (IFB) and Request for Quote (RFQ), solicits bids, evaluates bids, answers bidders questions, negotiates with bidders, determines bidder qualifications and bid compliance, awards purchase orders and maintains procurement files. Schedules and coordinates solicitation and procurement activities such as solicitation advertisements, questions and answers from bidders, bid openings, pre-award meetings and post award meetings in compliance with laws, regulations, policy, procedures, and to coincide with procurement dead lines. These deadlines include DGS Procurement cutoff dates, budget fiscal year end, and productions schedules.
20%	E	Analyzes and prepares technical and administrative specifications used for procurement of mobile equipment, components, parts and supplies. Analysis includes review of specifications for compliance with State of California Statutes, Regulation, Policy, and Departmental and DOE procedures. Makes recommendations for specification changes to equipment engineers both written and verbal form. A thorough and complete review, analysis, and development of specifications are critical to maintaining the DOE Expanded Purchase Authority Delegation.
20%	E	Enters solicitation information in various State systems such as DGS eProcurement, Enterprise Resource Planning Financial Infrastructure (E-FIS), State Contract and Procurement Registration System (SCPRS), and Fleet Anywhere (FA). Information entered into these systems includes formal and informal procurement documents such as: Invitation to Bid (IFB) and Request for Quote (RFQ), Purchase Orders (PO), specifications, questionnaires, warranty agreements, General Terms and Conditions (GTCs), bidders instructions, solicitation requirements, financial data, accounting information, inventory control information, shipping information, delivery information, and other procurement related information.
10%	E	Establishes and maintains a database of suppliers for the varied mix of equipment and components purchased by DOE. This database is used when inviting suppliers to bid on state procurements. Maintaining this database involves knowledge and use of Microsoft Access and Word programs, regular contact with vendors, knowledge of procurement categories, and sources.
5%	M	Makes small purchases of commodities and services using purchase orders and CAL-Card.
5%	M	Assumes responsibility for Materiel Services purchasing operations during the absence of the EMC.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. Assists the EMC in carrying out certain aspects of supervisory responsibilities. These include such things as training staff, assigning and reviewing work, and providing input on staff performance. Responsible for all areas listed during the absence of the EMC.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have thorough knowledge of automotive, construction, and heavy road equipment, parts, components, and supplies associated with that equipment. Must have thorough knowledge of the DOE's Expanded Purchasing Delegation for mobile equipment and components. Must be familiar with all procurement laws, regulations, policies, procedures, and limitations. Must be familiar with all applicable State procurement manuals such as: the State Administrative Manual (SAM), State Contracting Manuals (Volumes 1, 2, and 3), Caltrans Acquisition Manual, CAL-Card Handbook, Contract Manager's Handbook, and the DOE Materiel Services Procedures Handbook (MSPH).

Must have the ability to accurately analyze situations and data, make recommendations, and implement changes or procedures.

Must be familiar with and be able to use State procurement manuals to solve complex procurement problems. Must use sound judgment and problem solving skills in handling complex purchasing problems.

Must have the ability to write letters and prepare reports. Must be able to efficiently and effectively communicate in both written and verbal forms. Must have good working knowledge of computer systems such as Microsoft Excel, Word, and Access.

Must be able to effectively communicate, both written and verbally. Must be able to use sound judgment, analyze situations accurately, and take effective action.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly purchase equipment and components could cause equipment delivery delays, unsatisfactory supplier performance, supplier protests and disputes, and/or judgments against the State. The resulting delays could drastically hinder the operation and mission of DOE and result in loss or reduction of DOE's Expanded Purchasing Delegation for mobile equipment and components. Loss or reduction of the DOE's Expanded Purchasing Delegation for mobile equipment and components would drastically reduce the ability of DOE to accomplish its core functions and service its customers' needs.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with the various State Agencies, Departments, and Divisions: including the Department of General Services (DGS), the Division of Procurement and Contracts (DPAC), and the Division of Accounting (DofA) Division of Procurement and Contracts (DPAC), and other levels of staff regarding contract related topics. Must work closely with all branches and sections of DOE. Will have regular contact with external vendors and manufactures' representatives of automotive and heavy equipment components, parts and supplies concerning parts usage by the field locations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to develop and maintain friendly and cooperative working relationships with those contacted in the course of work, communicate effectively, and respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting, as well as travel to field locations at varying times of the day or night and in inclement weather as required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE