

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Mobile Equipment Superintendent I		DWR POSITION NUMBER 2005-6858-500	SAP POSITION NUMBER 50001831	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-AFM/Fleet Management Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ Confidential Related BU: ☐ Rank and File BU: ☐ S12				
RESPONSIBILITIES EXERCISED ☒ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Robert Neves	SUPERVISOR'S CLASSIFICATION Chief of Mobile Equipment Operations	
APPROVED BY (Personnel Analyst's Name) Taylor Marshall			DATE 10/01/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the direction of the Chief of Mobile Equipment Operations, the Mobile Equipment Superintendent I in Sacramento is responsible for safe operation of the Inspection Section, Sacramento and Sutter Mobile Equipment Shops, providing inspection and for providing mobile equipment specialty services statewide.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent have current technical knowledge to make correct decisions regarding equipment maintenance and repair procedures. Incumbent must be able to communicate effectively and willing to travel frequently to direct operations throughout the assigned area; must also be able to analyze situations accurately and take appropriate action; establish and maintain priorities. This position requires that the incumbent work cooperatively with others; maintain regular, consistent, predictable attendance; and exercise good judgment. The specific essential functions are, but are not limited to, the following:			
40%	Reviews and makes suggestions for changes to activities in the field operation of the Mobile Equipment Shops located in the Sacramento Maintenance Yard and Sutter Maintenance Yard. Makes periodic inspections of shops to coordinate equipment repair activities and ascertain that safety regulations are observed. Review and approves equipment maintenance and repairs. Audits parts, supplies, tool inventories, job orders, invoices, purchase order documents, and sales of used and surplus equipment and tools; makes recommendations on equipment repair procedures when necessary.			
30%	Directs, plans, organizes, coordinates and supervises the activities of the Inspection Section. Establishes priorities, work assignments and evaluates the effectiveness of Mobile Equipment's statewide inspection services program. Evaluates performance and effectiveness of subordinates and recommends training; read, interpret and work from plans, drawings and specifications; perform routine inspections on various new and used Mobile Equipment Assets; writes reports and maintains records on performance and condition of Mobile Equipment Assets.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Robert Neves		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) VACANT		EMPLOYEE'S SIGNATURE ➤		DATE

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Mobile Equipment Superintendent I		2005-6858-500	50001831	1
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VACANT		TBD	O&M/ADM-AFM/Fleet Management Branch	
Percent of Time	Activity			
	Responsible for the disposal of surplus mobile equipment Statewide; reviews and approves Inspection Reports for surplus mobile equipment assets; ensures all documentation related to the purchase, sale, and inspection of Department-owned mobile equipment assets is maintained properly; responsible for the Department’s master vehicle files that will include registering new equipment and documenting disposal of mobile equipment assets; scheduling and attending appointments at the Department of Motor Vehicles; communicate with Equipment Coordinators in area of responsibility and resolve discrepancies in a timely manner.			
10%	Maintain discipline and assure compliance with Department's personnel management policies and memoranda of understanding; hire personnel, evaluate performance of subordinates, and investigate grievances or complaints at first level. Respond quickly and accurately to requests for information from management; interact with various levels of DWR staff and other State agency representatives such as Department of General Services, Department of Consumer Affairs, and Bureau of Automotive Repairs.			
10%	Monitors vehicle and equipment usage and safety. Ensures the California Highway Patrol 90-day inspections are being followed. Evaluates proposed modifications to Department-owned mobile mechanical, hydraulic or electrical equipment to determine if it is feasible and economical.			
10%	Create and maintain Mobile Equipment Asset Service Contracts and Statewide Transport Contract; utilize and maintain a Cal-Card; Cal-Card approver; Act in the Chief of Mobile Equipment Operations absence.			
	KNOWLEDGE, SKILLS, AND ABILITIES Strong verbal and written communication skills; manage and resolve conflicts and urgent situations; act independently; and maintain a high level of professional and technical expertise. Must work work well with varied personalities, deal effectively with the public, and demonstrate adaptability to work priority changes based on operational need. Accountable for customer satisfaction and quality service; initiate or recommend changes that promote innovative solutions to meet customer needs.			
	SPECIAL REQUIREMENTS Must be available to work outside normal business hours, including overnight travel. Travel throughout the State may be required. Respond quickly and accurately to requests for information from management. Interact with various levels of DWR staff and other State agency representatives such as; Air Resources Board, Department of General Services, Department of Consumer Affairs, and Bureau of Automotive Repairs.			
	All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.			
	This position is not eligible for telework.			

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	The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as Cal OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.			