JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Mobile Equipment Superintendent II	**2005-6886-5xx**	**50001561**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/Admin and Fleet Mgmt/Fleet Mgmt Branch**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **S12**	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Robert Neves**	**Chief of Mobile Equipment Operations**

APPROVED BY (Personnel Analyst's Name)	DATE
Taylor Marshall	**10/13/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under general direction of the Chief of Mobile Equipment Operations, the Mobile Equipment Superintendent II is a second level supervisor responsible for small and large mobile equipment functions covering a large geographical area of the State. This position will plan and direct mobile shop operations, repairs, conduct audits, assist with the department's purchase planning, conduct periodic inspections and evaluations of all shops located throughout California, write reports, and present or provide briefings to management.**
	ESSENTIAL FUNCTIONS **This position requires that the incumbent work independently with little supervision; adjust priorities based on operational needs; communicate effectively both orally and in writing; maintain regular, consistent, predictable attendance; exercise good judgment; travel throughout the State frequently; provide excellent customer service, analyze situations accurately and take effective action accordingly, establish and maintain cooperative relationships with others; utilize Excel spreadsheets, SAP database, and Microsoft Word; and provide excellent customer service. The specific essential duties are, but not limited to the following:**
30%	**Travel to field divisions and maintenance yards to perform periodic inspections of shops to coordinate equipment repair activities and ascertain safety regulations are observed. Review and approve equipment maintenance and repairs. Perform audits of parts, supplies, tools, job orders, invoices, purchase order documents, sales of use and surplus equipment, and vehicles. Ensure proper record keeping is maintained by performing spot checks. Make recommendations to management as required. Perform periodic equipment inspections at all mobile shop or maintenance yard locations. Collaborate with DWR's Safety Program Office to complete safety inspections, document or write reports on findings to ensure safety problems are corrected and lessons learned are documented.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Robert Neves	➢	

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)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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Percent of Time	*Activity*
30%	**Maintain compliance with federal rules and California laws, regulations, and reporting requirements. Ensure staff are adhering to all California and federal compliance requirements. Review and accurately complete annual certifications for the department which include the Fleet Card Annual Certification, annual vehicle utilization reports, vehicle usage audit reports, Vehicle Home Storage Permit Certification, Clean Truck and Vehicle Inspection Portal, and telematics report. Respond to departmental inquiries on geomatics.**
20%	**Make final inspection of all equipment to be replaced. Arrange for and control the disposal of all department-owned mobile equipment. Review and approve special expendituress for emergencies and unbudgeted projects, provides budget information to management for additional and replacement vehicles and heavy equipment in their area of responsiblity. Develop, track, and monitor service and repair contracts. Review invoices, identify discrepancies, coordinate and work cooperative with appropriate personnel, and find resolutions.**
10%	**Monitor and analyze vehicle and equipment usage. Review and provide recommendations on best practices for vehicle usage. Work collaboratively and coordinate with department stafff to collect information on underutilized vehicles. Stay abreast of vehicle usage rules and provide guidance to departmental staff. Assist with coordinating with the Department of General Services, Federal Motor Carrier Safety Administration, California Bureau of Automotive Repair, and California Air Resources Board.**
10%	**Ensure team perform adequately and complete assignments on time. Review the performance and work of direct reports, ensures timely completion and accuracy, hold direct reports accountable, and provide recommendations to management. Provide employee evaluations timely. Determines training needs, follow and implement progressive discipline, verify, and approve attendance and leave requests, evaluate team to ensure their success in performing their job duties, and develop an effective team. Assist with budgeting, rental costs, purchase documents, and accident investigations and required documents.**

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to push, pull, lift and move heavy equipment and other items up to 50 pounds; ability to bend, stoop, stretch, climb, enter and exit automotive and heavy equipment, and perform above-mentioned functions in all weather conditions such as extreme hot or cold; and work well with others. Must follow established safety procedures inherent in the job.

SPECIAL REQUIREMENTS

Must be available to work outside normal business hours, including overnight travel. Employee is required to successfully complete all safety training related to the functions of the job. Travel to the field divisions or maintenance yards will be required to operate automotive vehicles on public roadways as travel to remote areas within the field divisions and maintenance yards is necessary to perform the requirements of this position.

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Percent of Time	*Activity*
	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. **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.** **This position provides necessary support to the Divisions of Flood Operations and Flood Planning and Improvements, 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 California Office of Emergency Services and Federal Emergency Management Agency 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.**