

Title:	Effective Date:	Grade:	Job Category:
Equipment and Procurement Officer	January 5, 2026	18	Professional
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CHARACTERISTICS OF WORK

This position is responsible for performing administrative and supervisory work, assisting in managing the Department's vehicle/equipment fleet, and overseeing the Department's Fleet Management System, Fuel Management System and GPS tracking system.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assist in oversight of a staff of professional, technical and clerical personnel.
- Assist in oversight of the Department's Road Machinery and Equipment Fleet.
- Provide support for all Equipment and Procurement systems and databases as well as general technical support for staff.
- Assist District and Division management personnel in adhering to policies and procedures for the Department's Equipment Preventive Maintenance Program.
- Advise Districts and Divisions in all matters pertaining to fleet management, including utilization, life cycle costing, and all forms of technical analysis.
- Supervise and assist the Fleet Management System Administrator in maintaining and updating the Department's Fleet Management System and preparing fleet/equipment reports.
- Develop, maintain and update databases for tracking and reporting information related to the Department's equipment auction, purchase and delivery of new equipment and any other equipment management needs.
- Assist with the Department's Vehicle Inventory and Assignment reporting to the Department of Finance and Administration and reporting to US Department of Energy verifying the Department's fleet purchases of alternative fuel vehicles (AFV) in conformance to federal laws and guidelines.
- Manage the Department's Vehicle Diagnostics and GPS Tracking System.
- Manage the Department's Fuel Management System and provide technical assistance to the Districts.
- Provide management with necessary reports to recommend programming and budgeting to effectively utilize Department's on-road and off-road fleet.
- Serve as the Department's Procurement Official in the absence of the Division Head and Assistant Division Head.
- Perform other duties as assigned by the Division Head or Assistant Division Head.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor's degree from an accredited college or university in related field OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Experience in highway administrative or supervisory work.

Knowledge, skills and abilities: Ability to interpret and apply Department policies and procedures. Thorough familiarity with the Department's Fuel Management System, Fleet Management System and GPS tracking system. Knowledge of the Department's Accounting Manual, equipment purchasing procedures, and State procurement law. Effective leadership skills and ability to communicate effectively both orally and in writing with Department personnel and vendors on purchasing and equipment matters. Thorough familiarity with PC based internet and software applications. Strong knowledge of personal computers and Microsoft Word, Excel, Access, Power Point, and Outlook. Ability to organize, prioritize and multi-task.

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Working conditions: Occasional statewide travel including overnight travel as necessary.

Licenses, registrations and certifications: Valid driver’s license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.