

**Announcement Date:** May 14, 2008

**State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
(334) 242-3389  
Internet: [www.personnel.state.al.us](http://www.personnel.state.al.us)**

**EQUIPMENT MAINTENANCE SUPERINTENDENT – 90466  
\$48,424.80 - \$73,766.40**

**Department:** Various  
**Location:** Various

#### **TYPE OF EXAMINATION**

An **open-competitive** register will be established by an evaluation of the extent and quality of the applicants' training and experience as shown on their application. This evaluation will be 100% of the final grade.

#### **QUALIFICATIONS NEEDED TO APPLY**

**You must have all of the following to qualify:**

- High school diploma or GED
- Eight (8) years experience in automotive/heavy equipment parts, supply, or repair to include four (4) years supervisory, administrative experience in fleet management.

Note: Fleet management experience is defined as duties such as purchasing, maintaining, managing, and disposing of a fleet of equipment and/or vehicles as well as parts and supply inventory control.

#### **KIND OF WORK**

This is administrative and supervisory work in directing and coordinating the procurement, assignment, operation, maintenance, and repair of a fleet of automotive, maintenance, or construction equipment, and supervising related repair shop and stores operations. An employee in this class determines requirements for construction, maintenance, and automotive equipment to be purchased; writes technical specifications; examines bids; inspects new equipment and ensures proper transfer and title documents are recorded before putting into service; prepares equipment and maintenance budgets; reviews budget and cost reports; supervises shop and stores operations, procurement and distribution of petroleum products, and automotive parts; maintains physical inventory of equipment and supplies; reviews procedures in the maintenance and repair of equipment and automobiles and supervises subordinate personnel.

#### **HOW TO APPLY**

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. **You must send your application to the State Personnel Department.** It must be received by the close of business on **June 4, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

***Individuals currently on the register MUST reapply to remain eligible for employment.***

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.