

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION IV, CHAPTER 8

SECTION TITLE: EQUIPMENT
CHAPTER TITLE: EQUIPMENT REVIEW PROGRAM

I. INTRODUCTION

Effective: 3/1/2002

The purpose of the Equipment Review Program is to garner information on the features and capabilities needed in equipment units from employees who operate and maintain the equipment. This information is then used in the writing of specifications and requisitions for the review of Division of Highways management and, upon approval, procurement of the equipment.

All ED-numbered equipment units owned by the Division of Highways are assigned a projected life expectancy (the time period during which they are expected to be usable and/or worth maintaining). Equipment Division management, based upon manufacturers' warranty information and past experience with similar units, forecasts these projections.

As units near the end of their life expectancies, Equipment Review Program participants consider replacement options and the qualities and features that are needed to fill anticipated needs. This information is captured by District Equipment Committees and the Statewide Equipment Committee for presentation to the Equipment Management Review Board.

II. DISTRICT EQUIPMENT COMMITTEES

Effective: 3/1/2002

Committee members will be elected by their peers in their respective organizations through a secret ballot process, with no supervisory participation in the election process. Committee member candidates must be full-time permanent employees in good standing (no disciplinary or work performance problems) who work in a mechanic or equipment operator classification. Each non-supervisory employee in each participating organization may cast one vote for each representative opening. A representative from Human Resources Division will oversee all elections. Term lengths, if any, will also be determined by majority vote. Committee members will (exclusively) include:

- one Operator III, one Operator II, and one mechanic from each county maintenance organization;
- one operator from the district heavy maintenance organization;
- one operator from the district bridge department;

- one mechanic from the district equipment shop;
- and one mechanic or one operator from each of the expressway organizations.

Committee members will compile suggestions and concerns expressed at the monthly informational meetings in their respective organizations and through personal contact with other employees.

Each District Equipment Committee will meet at its district headquarters at least twice annually to offer, discuss, and compile suggestions, concerns, and ideas regarding equipment needs. At the first meeting, the Committee will elect one Operator III, one Operator II, and one mechanic to represent the district on the Statewide Equipment Committee.

Members will sign in at each meeting and the sign-in sheet will be forwarded to Equipment Division. A representative from Equipment Division will conduct the meetings. The District will provide personnel to record all information discussed and resolutions passed (meeting minutes). Copies will be forwarded to:

- all committee members,
- the District Engineer,
- the Office of Communications,
- Equipment Division,
- Human Resources Division,
- the State Highway Engineer, and the Commissioner of Highways.

III. STATEWIDE EQUIPMENT COMMITTEE

Effective: 3/1/2002

The Statewide Equipment Committee will be composed of the three elected members from each district, as explained above, and two mechanics from Equipment Division elected by their fellow Equipment Division mechanics and equipment operators.

The Statewide Equipment Committee will meet at least twice annually to review equipment specifications and discuss any suggestions or concerns arising from the District Equipment Committees' meetings. After reaching agreement on key items, the Committee will compile information on the features, capabilities, and performance standards needed in each ED class due for replacement. This information will be forwarded to the Secretary of the Equipment Review Board.

Members will sign in at each meeting and the sign-in sheet will be forwarded to Equipment Division. Meetings will be scheduled at a central location by a high-level representative from Equipment Division and conducted jointly by the same representative and a chairperson designated by the Statewide Equipment Committee. Equipment Division will provide personnel to record information and distribute copies of the meeting minutes to:

- all committee members,
- Equipment Division,
- the Office of Communications,
- Human Resources Division,
- the State Highway Engineer,
- the Commissioner of Highways, and

IV. **EQUIPMENT REVIEW BOARD**

Effective: 3/1/2002

The Equipment Review Board is composed of:

- the Business Manager,
- the Deputy State Highway Engineer – Operations (Chairman),
- the Deputy State Highway Engineer – Development,
- the Director of Equipment Division,
- the Director of Maintenance Division,
- a Purchasing Division representative from the Department of Administration,
- two District Engineers,
- one District Equipment Supervisor and
- the Chairperson of the Statewide Equipment Committee.

Additionally, the Director of Purchasing Division (Department of Administration) and a member of Highways' Legal Division will attend all meetings and act as advisors to the Board.

The Supervisor of Equipment Maintenance Management (Equipment Division) will be the Board's Secretary. This individual will, using the informational input from District Equipment Committees and (subsequently) the Statewide Equipment Committee, consider the desired features, capabilities, and performance demands of the needed equipment to prepare specifications and requisitions for units to be purchased.

The specifications and requisitions will be brought to the Board for review. Upon the Board's approval, these procurement documents will be submitted to the Deputy State Highway Engineer – Operations for review, approval, and processing.