



CLASSIFICATION TITLE: Fleet & Equipment Maintenance Analyst	JOB NUMBER: 7230	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Fleet & Equipment Maintenance Manager	PAY GRADE: 19	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs skilled administrative support work collecting and analyzing data from a variety of sources related to fleet and automotive maintenance, managing the fleet management work order system, and related work as apparent or assigned. Work is performed under the general direction of the Fleet & Equipment Maintenance Manager.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- In collaboration with management, coordinates and manages all aspects of the fleet management work order system, accounting of parts, inventory and procurement.
- Ensures the division is leveraging information and technology to improve service efficiency and effectiveness; provides project and specific business software application support and assists with evaluating specifications, quotes and securing necessary resources.
- Researches complex data, extracts and defines relevant information and develops critical decision making reports; analyzes fleet productivity to forecast vehicle life cycles; tracks fleet information and data to aid in fleet future needs and associated costs.

- Analyzes and interprets complex data to improve efficiencies; conducts fleet operation and maintenance cost studies, market/labor analysis, and performance benchmarking analysis; researches industry standards and recommends performance and cost standards.
- Assists in the development, maintenance, and updates of fleet and equipment maintenance programs, performance tracking activities, electronic fleet manuals, policies and procedures in alignment with division and department goals.
- Assist with the development of departmental budgets, financial projections, forecasting models and replacement programs; develops and prepares reports, communicates results, and contributes to the decision-making process; develops vehicle repair, maintenance, and fuel forecasts; communicates and assists in scheduling maintenance and repairs.
- Trains and mentor co-workers; shares knowledge and expertise and acts as division lead the manager's absence.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable federal, state and local laws, rules, codes, regulations and standards related to assigned activities.
- Statistical record-keeping principles, procedures, and techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations, practices and procedures.
- Record-keeping principles, procedures and techniques.
- Inventory methods and practices.
- Modern office practices, methods, procedures and equipment.
- Purchasing policies and procedures.

Skills and abilities to:

- Collect, compile, and tabulate statistical data and provide informative reports and metrics.
- Analyze and use data to propose changes, improvements, and enhancements to current operations; develop, present, and advocate recommendations, policies, and procedures.
- Read, interpret, explain and apply technical plans, specifications and state laws and regulations related to assigned division activities.
- Analyze situations accurately and adopt an effective course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Correct safety violations.
- Maintain records and reports related to work performed.

- Observe legal and defensive driving practices.
- Provide technical information, assistance and training.
- Communicate effectively both orally and in writing; comprehend and use English effectively, including producing all forms of communications in a clear, concise manner.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Obtain Forklift Certification within thirty (30) days of hire and maintain throughout employment.

EDUCATION AND EXPERIENCE

Associate's degree with coursework in information technology, business administration, statistics, diesel/automotive technology or related field and three (3) or more years of experience in fleet analysis, equipment/automotive/vehicle fleet management or comparable field that would provide the knowledge, skills, and abilities to successfully perform the essential functions of the job.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT


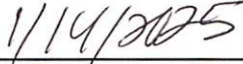




The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned locations; occasional exertion of up to 50 pounds of force; work regularly requires sitting, walking, speaking or hearing, using hands to finger, handle or feel, and repetitive motions; work frequently requires standing; work occasionally requires reaching with hands and arms, pushing or pulling, lifting, climbing or balancing, stooping, kneeling, and crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word level; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts; operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to fumes or airborne particles; work is generally in a moderately noisy location (i.e. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date