

FLEET ANALYST

JOB DESCRIPTION

Classification Responsibilities: The Fleet Analyst is responsible for performing research and analytical work for Fleet Services Department, particularly in the areas of cost management, vehicle replacement schedules, performance benchmarking, action plan tracking, and staffing requirements. Duties also include: reporting the ongoing effectiveness of various maintenance procedures, fleet replacement policies and strategies by using cost accounting methods, and developing justification and documentation for user rate recommendations. This class is also responsible for the analysis and development of productivity measurements to simplify and/or improve processes, determining performance standards by tracking and trending production data, and conducting operations and vehicle fleet cost and usage rate analyses. This class also has responsibility for: designing, implementing, evaluating, and/or utilizing computerized management reports from the fleet information management system to prepare written recommendations to improve workload balancing, and increase various process efficiencies. This position performs related duties as required.

Distinguishing Features: The Fleet Analyst conducts fleet analyses and special studies to implement quality service and operational improvements. Assignments may be comprehensive and complex, and require substantial research and analysis. Assignments are generally in the form of broad outlines of desired results and objectives, outlining the project, and providing general guidance. Wide latitude and considerable flexibility is allowed in developing the design and in conducting the study. This class is supervised by the Fleet Services Director through review of work, reports, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Finance, Accounting, or Business Administration, or a related field. Considerable (3 - 5 years) experience in operations research, organizational/departmental methods analysis, statistical analysis, and/or productivity work measurement studies. Strong personal computer (PC) skills.

Special Requirement(s). None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). One year of experience in performing the above duties in a fleet environment is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates ideas and recommendations through verbal and written reports. Organizes and presents verbal and written research/analytical reports. Produces written documents with clearly organized thoughts and comprehends and makes inferences from written materials. Communicates with representatives of various City departments to discuss equipment requirements, projected usage, and determine future equipment needs. Performs research, prepares written recommendations, detailed bidding specifications, and bid evaluations for the purchase of new and

replacement vehicles and heavy equipment. Communicates with management, various City department personnel, public officials, contractors, vendors, and representatives from other agencies, in order to establish and maintain effective working relationships.

Manual/Physical: Operates a PC to maintain databases, conduct statistical analyses, create spreadsheet programs, and perform data entry to: input data, prepare reports, and communicate with others. Performs physical and operational inspections of existing vehicles and equipment as well as pre-delivery inspections of new vehicles and equipment.

Mental: Designs and analyzes systems, processes, procedures, forms, and work measurements to effect methods of improvement, work simplification efficiency, improvement of manual processing, or for adaptation to computer processing. Evaluates performance for determination of staffing levels in order to design controlled reporting systems for use in unit measurement studies. Studies operational problems such as: equipment utilization, management reporting systems, staffing patterns, and prepares written recommendations for changes and/or improvements. Employs work management and measurement techniques to develop project plans to achieve established objectives and time schedules. Computes mathematical figures and makes relatively complex arithmetic computations to prepare statistical summaries. Conducts fleet operation and maintenance cost studies to identify units requiring repair or replacement. Estimates labor, material, and new vehicle preparation costs. Analyzes departmental equipment needs and advises operating departments on equipment suitability and possible use of alternative types of equipment by considering cost and use factors and other available information. Projects future equipment replacement requirements. Reviews output reports from the Fleet Anywhere information system, analyze for patterns and trends, prepares reports and graphs depicting results of these analyses, and recommends appropriate follow-up actions. Analyzes the utilization of fleet units and makes recommendations for discontinuance and reassignment of units, or rental of seldom-used equipment. Conducts cost studies on operation and maintenance of fleet and analyzes operating cost data to identify units requiring corrective action. Analyzes and determines economic point of replacement for each equipment type and year. Performs monthly performance benchmarking analysis to key performance indicators. Monitors action plans. Ensures appropriate reports and statistics are maintained on the Fleet intranet homepage.

Knowledge and Abilities:

Knowledge of:

the principles of work measurement and activity analysis as they pertain to fleet management and maintenance;

the principles of statistical methods and techniques;

computerized accounting principles and practices;

research methods, techniques, and reporting methods;

computer systems and applications;

specification analysis, and equipment specification and bidding procedures; and

equipment management information and other data collection and reporting systems applications.

Ability to:

employ work measurement techniques and conduct studies and research with minimal supervision;

determine needs, gather, analyze, evaluate, and present data on departmental/divisional functions and operations;
prepare detailed, written bidding specifications for the purchase of new and replacement vehicles and heavy equipment;
process new vehicles and equipment;
conduct cost studies and analysis;
develop and present clear and concise reports;
follow verbal and written instructions; and
establish and maintain effective working relationship with coworkers, City officials, other City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 48

EEO-Prof

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 61-200