FLEET ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and responsible, professional level financial analysis, administrative and technical duties related to the Fleet Services section - Field Operations Division of Public Works, including individual research and analysis of the division's policies and practices.

Supervision Received and Exercised:

Receives direction from the Fleet Manager or other management staff.

Exercises technical and functional direction over other trade and administrative staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of division goals and objectives and implement policies and procedures; evaluate section operations and activities; recommend and implement improvements and modifications;

- Perform complex financial analysis and financial administration work; compile, analyze, and evaluate statistical date to determine cost saving processes with workflow, products, or services; and make recommendations to the Fleet Manager for revised processes, products, or services;

- Prepare and assist in developing, writing, updating, and verifying new or existing bid specifications for purchases, request for quotes, or request for proposals; and make recommendation for bid awards;

- Compile data and perform research involved in lifecycle cost analysis, preparing the vehicle replacement schedule; establish schedules and methods for vehicle and equipment replacement; and assist with the preparation of the vehicle replacement budget;

- Prepare various reports on operations and maintenance activities within the section for use as required;

- Act as systems administrator for Fleet's maintenance information system software, overseeing system functionality, system maintenance, upgrades, user training and workflow;

- Prepare, administer and monitor the operating and capital improvement budgets for section, compile statistical data and prepare reports as required;

- Communicate and act as a liaison with city departments; and investigate and resolve customer complaints;

- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data; and benchmark core fleet functions against other local and national fleets;

- Become a member of and participate in local and national fleet industry organizations; research and evaluate new ideas, concepts, products, services, and equipment options; make recommendations and assist in implementation of the aforementioned;

- Prepare memorandums, outlines, letters; and advance spreadsheets using advanced formulas, pie charts, line graphs, bar graphs, plotting tables, pivot tables, etc.;
- Prepare and present information sessions that explain and inform customer departments of their equipment/vehicle state, budget management status, equipment utilization, fuel consumption, emerging trends, and benchmarks;

- Research, analyze and recommend industry best practices in all areas of fleet asset management;

- Prepare, organize, and lead discussions and meetings; share data analysis results, present ideas and concepts for improvement, and assist in implementation, training, or presentations to employees;

- Assist in oversight of the section's environmental programs, issues and compliance;

- Support and participate in mentoring and coaching of employees and oversee establishment and tracking of required and elective training opportunities for all section staff;

- Assist as needed in the inventory, fuel site ordering, maintenance and compliance process related to City owned and off-site fueling facilities;

- Perform extensive research for special projects, collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues;

- Perform related duties as required.

Minimum Qualifications:

Experience:

Five years of full-time increasingly responsible professional administrative or program management experience in a public agency with at least two years of experience in budget, finance, or statistical analysis. Specific experience in the automotive and equipment maintenance industry is preferred. Some supervisory experience and/or analytical experience with fleet maintenance software and computer systems is also preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in automotive engineering, public administration, business administration, statistics and research, or degree related to the core functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Examples of Physical and/or Mental Activities:

- Work in a stationary position for considerable periods of time
- Operate computers, calculators and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- May require working extended hours

Competencies:

(Pending)

Job Code: 347

Status: FLSA Exempt / Classified

Effective April 2003
Revised November 2013 (Updated job duties, experience, education, and add examples of physical/mental activities)