

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Fleet Analyst	BAND/LEVEL:	Tech II
DEPARTMENT:	Public Works	JOB NO.:	4470
DIVISION:	Fleet Maintenance	DATE:	12/16/2012
REPORTS TO:	Supervisor, Public Works Fleet Maintenance	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 341

REPLACES: Fleet Analyst

DATE: 3/25/2012

JOB SUMMARY STATEMENT:

Administers the Fleet Maintenance management system and fleet inventory for Public Works. Responsible for system upgrades, maintenance, user training, workflow processes, and database administration associated with the Fleet Maintenance system. Develops, designs, and prepares standard and non-standard reports that extract data from the Fleet Maintenance system using a report-writing program. Oversees and implements the operation of the citywide fuel management system. Prepares contract specifications for standard purchased items and conducts analysis of bidder's. Coordinates requisition, purchasing, receiving, storage and distribution of parts and supplies. Supports emergency operations as required.

DUTIES AND RESPONSIBILITIES:

1. Directs and acts as system administrator of multiple department comprehensive Fleet Maintenance information system software overseeing the implementation and operation including system upgrades, maintenance, user training and workflow. Monitors progress in the fleet and inventory management industry in order to recommend upgrades to the system. Works closely the Information Technology Division staff to ensure compatibility with existing hardware and operating systems.
2. Performs routine database administrative tasks: adds new users and edits database user privileges, monitors or performs database backup procedures. Contracts for and manages outside consultants for advanced database tasks.
3. Develops, designs, and prepares standard and non-standard reports that extract data from the Fleet Maintenance system using a report-writing program. Works with managers and supervisors in the department to identify and generate appropriate reports, including fleet operational readiness and inventory analysis reports. Provides data and support for the department's performance measurement and benchmarking programs. Reviews output reports of the Fleet Maintenance software program, analyzes for patterns and trends, prepares reports and graphs depicting results of these analyses.
4. Oversees and implements the operation of the city-wide fuel management system. Communicates and acts as a liaison with other city departments and service providers concerning the purchase of fuel for the entire city. Serves as the clearing-house for the city on all fuel complaints from Fueling sites or vendor. Assists in the oversight of the environmental program specifically monitoring and testing for all city fueling sites to ensure compliance with all state and federal environmental regulations for underground storage tanks.
5. Provides input on all equipment and vehicles specifications prior to purchase. Prepares equipment acceptance and disposal including licensing and title documentation. Schedules outside repairs by various vendors including tire replacement and fuel system. Coordinates, use and maintenance of portable traffic control devices.
6. Prepares contract specifications and conducts analysis of bidder's competency and ability to comply with qualitative, quantitative, and schedule contractual requirements for standard continuously purchased items including filters, uniforms, electrical supplies, and nuts & bolts. Coordinates the requisition, purchase, receiving, storage, and distribution of all parts and supplies used by the Public Works Fleet mechanics.
7. Oversees the work of the Partsroom Attendant to include setting work schedule and daily duties.
8. Coordinates and maintains Material Safety Data Sheets for all chemicals and materials used by the Division. Acts as a resource for research into a wide variety of items including new and improved parts, systems, etc. Assists with snow removal operations as required.
9. Acts as Supervisor, Public Works Fleet Maintenance in his/her absence.

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10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available especially during regular business hours or shifts to communicate with subordinates, supervisor, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma required. Associate's Degree in automotive technology or an equivalent combination of work experience and formal education is preferred. Must possess an appropriate, valid driver's license and maintain an insurable driving record. Valid Class C commercial driver's license preferred.

EXPERIENCE:

Two years of fleet purchasing, fleet management, or inventory control, or an equivalent level of experience.

SKILLS:

1. Excellent computer skills
2. Mechanical aptitude
3. Good oral and written communication skills
4. Basic math skills
5. Organizational skills
6. Customer service
7. Inventory management

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Ability to train and guide others
3. Ability to learn and understand PC software applications
4. Ability to work in a hectic environment with many interruptions
5. Ability to carry out assignments through oral and written instructions
6. Ability to prioritize multiple tasks
7. Ability to recognize and protect confidential information
8. Ability to read and understand federal, state, and local policies and regulations
9. Ability to work independently
10. Alpha and numeric recognition
11. Good memory skills
12. Concentration
13. Ability to assess situation and use judgment in responding
14. Ability to problem solve through troubleshooting

PHYSICAL REQUIREMENTS:

1. Hand/eye coordination adequate to input computer
2. Hand/eye coordination adequate to operate forklift
3. Exposure to chemicals, fumes and gases
4. Ability to make and receive phone calls
5. Ability to operate City vehicle
6. Exposure to extreme temperatures
7. Exposure to heights
8. Exposure to loud noises

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

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SUPERVISORY RESPONSIBILITY (Direct & Indirect):
 None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional	even and uneven surface
Walking	Occasional	even and uneven surface
Sitting	Frequent	office environment / computer utilization
Driving	Occasional	vehicles (standard and automatic transmission)
Bending	Occasional	retrieving parts
Stooping	Occasional	retrieving parts
Twisting	Occasional	retrieving parts
Kneeling	Occasional	retrieving parts from a low surface
Squatting	Occasional	retrieving parts from a low surface
Crawling	Occasional	retrieving parts from a low surface
Stairs	Not Required	
Ladders	Occasional	Rarely - 1 / week

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Absorbent material	25 lbs.	0- 50 inches	variable	occasional	two hand lift
Air compressor	35 lbs.	0- 55 inches	variable	occasional	two hand lift
Hub	58 lbs.	24- 0 inches	variable	occasional	two person lift
Brake Drum	112 lbs.	0- 24 inches	variable	occasional	two person lift
Miscellaneous tools	0- 10 lbs.	0- 60 inches	variable	occasional	one or two hand lift
large batteries	up to 100 lbs	0 - 24 inches	variable	occasional	two person lift
length of steel	up to 100 lbs	0- 24 inches	variable	occasional	two person lift

LIFTING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Absorbent material	25 lbs.	0- 100 ft.	variable	occasional	two hand carry
Air compressor	35 lbs.	40 ft.	variable	occasional	two hand carry
Hub	58 lbs.	10 ft.	variable	occasional	two hand carry
Brake Drum	112 lbs.	10 ft.	variable	occasional	two person carry
Miscellaneous tools	0- 10 lbs.	100 ft.	variable	occasional	one or two hand carry
large battery	up to 100 lbs	5 - 10 ft.	variable	occasional	two person carry
length of steel	up to 100 lbs	5 - 10 ft.	variable	occasional	two person carry

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand push
Misc. items on two wheeled dolly	up to 20 lbs.	occasional	horizontal force; two hand push
PULLING	FORCE	FRQNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand pull
Misc. items on two wheeled dolly	up to 20 lbs.	occasional	horizontal force; two hand pull

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REACHING	DURATION	DESCRIPTION
Below Knee Height	occasional	depending on location of item to be retrieved
Below Waist Height	occasional	depending on location of item to be retrieved
Forward > 2 Feet	occasional	depending on location of item to be retrieved
Above Shoulder Height	occasional	depending on location of item to be retrieved
Lateral Reach	occasional	depending on location of item to be retrieved
FINE MOTOR	DURATION	DESCRIPTION
Gripping	occasional	fuel system maintenance
Pinching	occasional	fuel system maintenance
Wrist Flexion & Extension	frequent	fuel system maintenance; computer tool utilization
Wrist Lateral Deviations	frequent	fuel system maintenance; computer tool utilization
Pronation & Supination	frequent	fuel system maintenance; computer tool utilization