

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Fleet Analyst		
<b>Job Code:</b>	PR5130	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Created:</b>	07/03/2018
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	12/06/2019

### GENERAL SUMMARY

Under general direction, performs research and analytical work for Fleet Services, particularly in the areas of cost management, vehicle replacement schedules, performance benchmarking, and action plan tracking. Reports 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.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. 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.
2. Reviews output reports from fleet information systems, analyzes for patterns and trends, prepares reports and graphs depicting results of these analyses, and recommends appropriate follow-up actions.
3. Analyzes the utilization of fleet units and makes recommendations for discontinuance and reassignment of units, or rental of infrequently-used equipment. Analyzes and determines economic point of replacement for each equipment type and year. Performs market/labor analysis.
4. Conducts fleet operation and maintenance cost studies to identify units requiring repair or replacement to include labor cost analysis, maintenance interval/frequency optimization, and vehicle disposal optimization.
5. Creates complex computations to support statistical analysis of various city compared vehicles.
6. Produces annual fuel usage reports to assist departments in annual budget development.
7. Analyze and interpret complex data relevant to fleet assets to support decision making and improve fleet efficiencies.

8. Provides support to the fleet team leadership to develop policies, procedures, and process improvements to assist with proper fleet maintenance and performance tracking activities.
9. Conducts research and analysis related to total cost of ownership, fuel consumption, analysis, and pricing; and other fleet-related issues. Conducts cost studies on operation and maintenance of fleet.
10. Performs performance benchmarking analysis.
11. Leads the development and implementation of standardized procedures for fleet system analysis, process mapping, and required documentation steps.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Vehicle and equipment types, functions and specific uses and capabilities.
  - Microsoft Office.
  - Fleet Management Information systems.
  - Fleet industry safety, maintenance, vehicle technology, and market trends.
  - Fleet industry resources.
  - PeopleSoft
  - Lean and Six Sigma processes and procedures.
- **Skill in:**
  - Complete Customer Satisfaction.
  - Research methods, techniques, and reporting methods.
  - Microsoft Excel, Word, PowerPoint, SQL.
  - Equipment management information and other data collection and reporting system applications.
  - Spreadsheet analysis
  - Fleet database management in areas of inventory, trends, usage, repair expense, and overall vehicle and equipment expense.
  - Data presentation to small and medium groups.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Develop and modify data in Excel sheets.
  - Use Access database to extract data.
  - Analyze total cost of ownership.
  - Benchmark with other cities regarding issues, reliability and functionality of vehicles and equipment in all aspects of fleet planning including total cost of ownership.
  - Develop vehicle repair and maintenance forecasts and fuel forecasts.
  - Develop business cases for repair and replace solutions to reduce fleet costs.

## **QUALIFICATIONS**

### **MINIMUM REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Business Administration, Finance, Accounting or a related field and three years of research and analysis experience related to vehicle cost management, replacement schedules, and performance benchmarking.

### **OTHER REQUIREMENTS**

None

### **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.