



Job Description

TITLE:	Fleet Analyst	JOB CODE:	3630
DEPARTMENT:	Public Works	FLSA:	Non-Exempt
PREPARED:	10/22/08	UPDATED:	August 31, 2020

Summary: Under the direction of the Public Works Administrator and/or shop manager, performs technical staff work in regard to the development, monitoring and updating of computerized vehicle and equipment information system.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responsible for the daily operations, integrity and updating of Fleet Maintenance information system, including parts and material ordering.
- Monitors and analyzes printouts, input data, and corrections to various records.
- Reviews mileage and utilization records as required to develop replacement timetables of vehicles and equipment.
- Monitors and analyzes vehicle and equipment repair and maintenance costs.
- Records and analyzes labor costs and standards.
- Assists in special studies and projects.
- Maintains daily reports and time cards.
- Fills in for other shop office staff in their absence.
- Trains and evaluates staff.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of specification development methods of equipment and vehicles.
- Knowledge of basic administrative techniques, including organization, budget, data collection, analysis and management.
- Knowledge of federal and state safety and performance regulations for equipment and vehicles.
- Knowledge of materials, methods, practices and equipment used in vehicle repair and maintenance.
- Ability to compile and to analyze data and to perform a variety of calculations.
- Ability to work closely with other County departments, vendors and suppliers.
- Ability to prepare a variety of clear, concise and complete written reports, including statistical analysis, correspondence, specifications, memoranda and related materials.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to maintain accurate records.
- Ability to establish and to maintain an effective working relationship with other departments and employees.

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- Ability to operate data processing equipment.

Education and Experience:

- High school diploma or equivalent.
- Three (3) years of increasingly responsible experience in the administration of equipment and vehicle operations, with significant experience in the monitoring and system analysis of a computerized maintenance system.
- Valid State of New Mexico driver license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an indoor or shop environment; may be required to lift and carry items up to 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions.
- Noise level is usually moderate.
- Vision requirements include: close, distance, color, peripheral and depth.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes various manuals and electronic diagnostic equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____