



The City Beautiful

City of Coral Gables Job Description

Job Title: Fleet Analyst
Department: Public Works/Automotive
Classification: 4017
Pay grade: 17C
FLSA: Non-Exempt

Prepared Date: 8/2013
Approved By: Elsa I. Jaramillo-Velez
Patrick Salerno



Summary

Performs clerical, technical, statistical, and equipment service records work for the Automotive Division. Functions as a troubleshooter, listens and writes up complaints regarding needed repairs of vehicles. Estimates time for completion of service and follows up to ensure vehicles are operational according to schedule. Develops and analyzes statistical reports pertaining to work flow and the achievement of division benchmarks. Exercises initiative and independent judgment under the general direction of the Automotive Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Receives written and telephone requests for vehicle repairs and service. Obtains complete and accurate information required to assist mechanics. Enters work orders in computer.

Performs daily monitoring of all fuels sites and orders fuel when appropriate.

Acts as the department trouble shooter; identifies problem areas in data collection and analysis.

Conducts research and compiles data. Analyses repeat work and repair time. Assists in preparation of preventative maintenance (PM) schedules and check lists.

Updates records when work orders have been completed. Checks accuracy of parts, labor, and sublet repairs charged to work orders.

Communicates with other departments to schedule service checks, answers questions and notifies of completed work.

Maintains logs; processes complaints when received; tracks the progress of complaint resolution and records the final disposition.

Assigns motor pool loaner vehicles to City employees and maintains the dispatch log.

Monitors vehicle down time, repair time and cost overruns.

Assists the Director in matters related to the development of work order tracking policy and changes to the repair code structure.

Assists the Director in determining when a vehicle or piece of equipment is economically feasible to repair.

Designs and implements appropriate technician training programs on the use of the technician workstations and the FASTER maintenance software.

Develops statistical analysis and reports pertaining to: technician productivity, equipment utilization/availability, and repair expenditures. Produces other reports as required.

Studies industry best practices and proposes solutions for optimizing operations.

Assists the Director implement and monitor new initiatives; establishes benchmarks to measure the efficiency of divisional procedures and the effective allocation of resources.

Advises the Director on issues pertaining to new equipment specifications and procurement.

Inspects newly acquired equipment to ensure it meets design and contract specifications.

Ensures completeness of controls, adherence to standards, completion of documentation, and the accuracy of the Fleet Management Information Systems output.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department policies and procedures. Ability to exercise independent judgment. Knowledge of basic mechanical terminology used in vehicle repair and service work. Ability to establish and maintain effective working relationships with co-workers, city employees, and management. Ability to understand and detect errors in work orders and to identify problem areas. Ability to research and compile data, maintain records, and prepare comprehensive statistical reports. Ability to type, operate a computer and office equipment software. Ability to work independently without direct supervision. Ability to communicate effectively with mechanics and other City employees. Excellent customer service, communication, analytical and organizational skills are required.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves when necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Minimum of two (2) years experience performing duties and responsibilities as outlined herein.

A comparable amount of training or experience may be substituted for the minimum education requirement.

Valid Florida driver's license.