

Fleet and Facilities Analyst

BASIC PURPOSE AND PRINCIPAL RESPONSIBILITIES

The Fleet and Facilities Analyst position is responsible for performing data entry, research, and analytical work using comprehensive excel formulas and reporting programs relating to maintenance, under the direction of the Senior Fleet and Facilities Analyst and Director of Maintenance and Facilities. This position assists with oversight of the contracted vendor of maintenance and facilities, monitors contractors use of the maintenance management software, DVIR program, and CAD/AVL for accuracy and completeness. Performs research and generates complex reports on vehicle and facilities maintenance trends to assist with improving maintenance performance. This position advises contractor staff on errors and corrections of data systems and provides advice and training in the proper use of RTA MMS, Syncromatics, and Transit Check programs. Continues to develop and update the programs to increase their usefulness and value to the VVTA maintenance and facilities department. Assist in developing and maintaining the agencies Transit Asset Management plan, Safety management System, Facility and Vehicle Maintenance plans, and assists with preparing and filing the FTA required reports. The position provides assistance in locating, contacting, and setting appointments for contractors and vendors as directed by the Director of Maintenance and Facilities. Maintains electronic and hard copy files as needed and required for vehicle and facility maintenance. This position will assist with inspecting new vehicles for order accuracy and mechanical defects.

SUPERVISION RECEIVED AND EXERCISED

Is under general direction of the Director of Maintenance and Facilities, supervision by the Senior Fleet and Facilities Analyst, and provides direction to contract staff.

EXAMPLES OF DUTIES

- Performs office administrative support for the Director of Maintenance and Facilities and Senior Fleet and Facilities Analyst.
- Provides maintenance and facilities contractor oversight and conducts daily reviews of maintenance management software for correct work order input, daily vehicle down list, vehicle down time, road call entries, and repeat repairs, etc.
- Assures the maintenance and facilities contractor makes timely and accurate entries into the RTA maintenance management system (MMS), transit check, and Syncromatics, and confirms the contractor staff is properly using all systems to maximize their benefit to VVTA. Advises when training is necessary for contractor staff.
- Monitors contractor performance in relation to acceptable maintenance and performance benchmarks as outlined by Maintenance Director.
- Assists Senior Fleet and Facilities Analyst with analyzing vehicle history to determine the causes and preventative measures needed to reduce and prevent road calls and repeat

repairs and to assist Director of Maintenance and Facilities and Senior Fleet and Facilities Analyst in providing guidance to the contractor in improving maintenance performance.

- Performs research and generates reports from various maintenance software programs to assist Maintenance Director and Senior Fleet and Facilities Analyst in improving overall vehicle cleanliness, maintenance, and performance.
- Responds to routine mail and e-mail; composes routine correspondence.
- Monitors vehicle and facility performance data in the TransTrack online database system.
- Assists in selecting contractors and assists in the request-for-proposal process.
- Prepares and maintains detailed spreadsheets, databases, and various facility and vehicle maintenance programs.
- Coordinates collection of various information for reports and formats them for distribution to identified recipients as needed.
- Assists with research and providing information as requested by other VVTA directors and staff related to maintenance and facilities as needed.
- Reviews all maintenance and facility reports provided by maintenance and facilities contractor intended for VVTA directors and staff for content and accuracy.
- Monitors LNG usage and schedules fuel deliveries.
- Assists Senior Fleet and Facilities Analyst with inspecting new vehicles for order accuracy and defect.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Applicable local, state, and federal laws, rules and regulations governing public transportation systems and public procurement for transit rolling stock and equipment.
- Transit maintenance operations and procedures.
- Modern office practices, methods, and procedures.
- Maintenance Management and electronic DVIR systems.
- Methods, procedures, tools, equipment, and materials used in facilities and grounds maintenance and repair.
- Industrial safety and general safety rules and regulations as applied to a public transportation system.
- Principles of budgeting and reporting.
- Principles, practices, methods and techniques of public agency purchasing, including competitive bidding procedures.
- Research and report preparation methods and techniques.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Modern office practices and procedures; records management principles and practices.
- ADA rules and regulations.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Maintain confidential information, records, and files.
- Read and understand detailed blueprints, layouts, or schematic drawings.
- Define issues, analyze information and problems, evaluate alternatives, and develop sound conclusions and recommendations.
- Respond to requests for service and assistance from staff members, management, and the public; Meet commitments and deadlines.
- Examine, verify, analyze, and interpret a variety of simple to complex technical data, reports, and records.
- Coordinate projects; Complete own projects on time and within budget.
- Evaluate and establish priorities and adhere to deadlines; organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively, both orally and in writing.
- Make oral and written presentations and reports, including drawing conclusions and formulating recommendations.
- Observe safety and security procedures; Report potentially unsafe conditions; Use equipment and materials properly.
- When required, represent the Authority at meetings with the Board of Directors, other boards and commissions, agencies, employee organizations, and public and private organizations.
- Effectively interpret ADA rules and regulations.
- Work autonomously with minimal directive.

Skill in:

- Maintaining confidentiality regarding sensitive information.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Effectively operating a computer using Vehicle and Facility maintenance tracking programs, word processing, database, calendaring, e-mail, and spreadsheet software.

Experience and Education:

Any combination of experience and training that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be Associates degree in business administration; 5 years of progressive responsibilities in a vehicle maintenance atmosphere.

Experience:

Five years of increasingly more responsible office administrative experience working in a vehicle and/or facility maintenance facility with duties similar to those outlined in this job description.

Education:

Equivalent to completion of an associate degree from an accredited college or business school with major coursework in office administration, secretarial science, business administration, or a related field is highly desirable.

License or Certificate:

Possession of a current valid California driver's license and good driving record is required, to allow for use of Authorities vehicle driving to and from locations with which the Authority conducts business. Class B License with air brake and passenger endorsement is required to enable incumbent to drive a bus when necessary.

SPECIAL SKILLS AND WORK ENVIRONMENT

Physical Skills:

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 position tasks.

Able to sit, stand, walk, kneel, crouch, stoop, crawl, twist, climb, lift and carry 75 pounds; vision to read printed materials; hearing and speech to communicate in person and over the phone; travel to and from various sites.

Work Environment:

Work in an office setting in the maintenance building and make regular visits to work locations that are building settings or field settings with exposure to inclement weather, heat, cold, wet, noise, dust, dirt, vibration, chemicals, confining workspaces, electrical and mechanical hazards, and moving machinery.

FLSA: Non-Exempt
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