City of Fort Worth, Texas  
Job Description

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<thead>
<tr>
<th>Classification Title</th>
<th>Fleet Analyst</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PR5130</td>
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<tr>
<td>Job Family:</td>
<td>Professional</td>
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<tr>
<td>Pay Grade</td>
<td>610</td>
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<tr>
<td>Date Created:</td>
<td>07/03/2018</td>
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<td>FLSA Status</td>
<td>Exempt</td>
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<td>Date Revised:</td>
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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. Develops specifications and purchase packages for new vehicles. 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. Maintains acquisition database for fleet vehicles. 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. Develops annual vehicle replacement program. Analyzes the utilization of fleet units and makes recommendations for discontinuance and reassignment of units, or rental of seldom-used equipment. Analyzes and determines economic point of replacement for each equipment type and year. Projects future equipment replacement requirements and 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. Develops and monitors vehicle acquisitions. Computes mathematical figures and makes relatively complex arithmetic computations to compare vehicles and prepare statistical summaries.

6. Produces annual fuel usage reports to assist departments in annual budget development.

7. Produces reports on grant purchased vehicles and projects. Estimates labor, material, and new vehicle preparation costs.
8. Participates in benchmarking with other cities regarding issues, reliability and functionality of various types of vehicles.

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 and analyzes operating cost data to identify units requiring corrective action.


11. Performs other related duties as required.

12. 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 types, functions and specific capabilities.
  - Microsoft Access, SQL and Excel.
  - Procurement methods for capital assets.
  - CCG Faster, to extract pertinent data related to vehicle replacement.
  - Acquisition process.
  - Different petroleum product classifications to determine recommended budget amounts for separate accounts.

- **Skill in:**
  - Specification development.
  - Computerized accounting principles and practices.
  - Research methods, techniques, and reporting methods.
  - Computer systems and applications.
  - Specification analysis, and equipment specification and bidding procedures.
  - Equipment management information and other data collection and reporting system applications.

- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Analyze data such as annual maintenance costs and fuel usage to ensure the accuracy of reports.
  - Develop recommendation packages for vehicle replacement.
  - Develop and modify database structure and data.
  - Use Access database to extract data pertinent to grant-based vehicles and projects.
  - Complete on-line reports.
  - Conduct research regarding vehicles and compare specifications of various vehicles in order to make recommendations.
  - Evaluate existing fleet vehicles in order to recommend replacement.
  - Analyze total cost of ownership to determine best-value purchases.
Benchmark with other cities regarding issues, reliability and functionality of various types of vehicles.
Monitor budgeted amounts for vehicle replacement compared to actual expenditures.
Develop vehicle replacement forecasts and fuel forecasts.
Monitor the status of purchase requests for vehicles.

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.