

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

EQUIPMENT ANALYST 3

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Performs agency-wide analytical and administrative responsibilities for motorized fleet or commercial/industrial equipment operations and fleet related logistical support functions. Administrative responsibilities include elements such as strategic planning and implementation of Unit Business Plans, formulating budgets, and developing replacement plans.

Typical Work

Assists the agency's Fleet or Equipment Manager in formulating budgets, vehicle and equipment replacement schedules and plans, fleet logistical support plans or business systems needs;

Drafts, obtains approval, and distributes fleet or equipment related operating or capital funding allocations;

Monitors program-wide operating or capital expenditures to ensure that the agency stays within budget and expenditure plans; coordinates corrective actions to bring areas of over-expenditure into line with the budget;

Analyzes and evaluates the effectiveness of fleet related business functions; makes recommendations to enhance cost effectiveness or customer service;

Coordinates with various vehicle, equipment, or fleet system user groups to identify operational need gaps;

Reviews existing equipment specifications to ensure that they meet customer program needs and are technically and operationally current and sound;

Writes specifications for new types of vehicles or equipment;

Evaluates fleet related bid documents and authorizes the issuance of purchase orders associated with such evaluations; analyzes fleet related legislative bills as directed and may prepare associated fiscal notes;

Acts as liaison with other governmental agencies and suppliers on fleet related matters as directed;

Leads work groups to evaluate fleet related needs, business processes or accomplish fleet related projects;

Drafts agency fleet related policies and procedures and implements approved policies and procedures as directed;

Analyzes agency fleet data to determine, and report, the efficiency and effectiveness of fleet related business function, vehicle and equipment assignment, availability, utilization, or reliability, or systems needs and functionality;

Arranges for vehicle or equipment demonstrate and testing to evaluate potential for meeting department needs and requirements;

Prepares, and conducts, fleet related presentations or training sessions as directed;

Stays abreast of new developments in the automotive, equipment, and systems industries and make cost effective operational, systems, and equipment recommendations based on industry technical advancements.

Conducts analysis of equipment rebuild versus replacement; negotiates specifications, warranty and price with vendors; implements the decisions and follows up with contract compliance;

Supervises subordinate staff as designated;

Performs other duties as directed.

Knowledge and Abilities

Knowledge of: administration of fleet business functions such as vehicle and equipment procurement, servicing and maintenance, and disposal; repair parts operations; fuel support operations or business systems; federal and state rules, regulations and laws pertaining to fleet operations and environmental issues.

Ability to: perform complex analytical studies or modeling; establish and maintain effective personal relationships; write and communicate clearly and effectively.

Minimum Qualifications

A Bachelor's degree in business administration, transportation, or related field.

AND

Five years of managerial or administrative experience in operating an automotive, heavy, and/or industrial commercial equipment fleet.

Additional qualifying experience will substitute, year for year, for education.

EQUIPMENT ANALYST 3

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New class establishment: 7-13-01