



Fleet Management Analyst

Job Code	20000044	Job Family	Business & Operations Analysis	Professional / Knowledge Worker	
Department	Transportation	Reports to	Mgr Transportation	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2055	This Job is a Lead	No
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Implements, administers and provides ongoing support for the Transportation Services fleet management software applications. Serves as primary point of contact for the Fleet Information Management System, GPS Telematics system and all other Transportation Services applications. for IT and Transportation Services staff. Coordinates and manages in-service and licensing for light duty fleet vehicle and equipment acquisitions and disposal, Manages the bulk fuel and fuel card services contracts.

Accountabilities

Accountability #1

Deliver exceptional value to our customers through continual improvement and innovation by identifying areas with Transportation Services which can be streamlined using process improvement techniques and developing and recommending new approaches, programs and policies. Partners with appropriate staff to collaboratively implement changes, including updating procedures and communicating changes to impacted parties and similar responsibilities.

Accountability #2

Contribute to a community-centric and inclusive culture with empowered, engaged employees by ensuring a positive team culture through inclusion, collaboration, transparency, respect, responsiveness, and compassion.

Accountability #3

Assist in leveraging technology and prudently managing costs to deliver outstanding value to our customers by ensuring that all fleet adopted software and management systems for the management and operation of Transportation Services function as configured through system monitoring, update management and continual staff training, and similar responsibilities.

Accountability #4

Maintain the public's confidence in the quality of the District's Transportation Services by ensuring a reliable and uninterrupted fueling program for all District vehicles through contract management, purchasing, forecasting, usage monitoring and reporting, and similar responsibilities.

Accountability #5

Maintain the public's confidence in the quality of the District's Transportation Services by ensuring new vehicle processing, licensing and in-service complies with Washington State and District policies and procedures. Ensures vehicle decommission and surplus follow Washington State and District policies for

public surplus, and similar responsibilities.

Accountability #6

Maintain the public’s confidence in the quality of the District's Transportation Services by ensuring records are compliant with Washington State and District data governance requirements by appropriately maintaining, reviewing and auditing documentation. Ensures accurate reporting of alternative fueled vehicles and alternative fuel usage in accordance with State and EPACT requirements, and similar responsibilities.

Accountability #7

Deliver exceptional value to our customers through fiscally responsible planning and management by ensuring accurate and timely capital budget reporting by continual monitoring of budget performance and forecasted spending throughout the year, and similar responsibilities.

Accountability #8

Demonstrate outstanding value relative to cost to our customers by ensuring performance of all contracts for goods and services by coordinating with contracts and purchasing and vendors all revisions, updates, extensions and annual bidding needs for Transportation Services, and similar responsibilities.

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Business Administration, Computer Science, or related field;

OR

Four (4) years of progressively responsible administrative work supporting teams and work groups.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Valid Washington State Driver's License

Preferred License(s) and/or Certification(s):

Certified Automotive Fleet Specialist (CAFS) or Certified Automotive Fleet Manager (CAFM) designation.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Ability to thrive in a team atmosphere through collaboration and continuous improvement. Use of computer and associated software.

Knowledge of State and Federal vehicle laws and WISHA regulations. Asset management, business management, vehicle and equipment maintenance, and contract management practices.

Basic automotive and light duty vehicle systems, vehicle maintenance, and shop operation.

Project Management. Work effectively with minimal supervision.

Use discretionary judgment.

Communicate effectively both orally and in writing with all levels in the organization, vendors, and stakeholders.

Perform accounting related work.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List	Frequency
Sit	Frequent (34-66%)
Walk	Frequent (34-66%)
Stand	Frequent (34-66%)
Drive	Seldom (1-10%)

Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Occasional (11-33%)
Bend/Stoop	Occasional (11-33%)
Squat/Kneel	Occasional (11-33%)
Crawl	Never
Reach	Occasional (11-33%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Constant (67-100%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Occasional (11-33%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)

Speak with clarity with others	Frequent (34-66%)
Comprehension	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
Reasoning	Frequency
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Constant (67-100%)
Use intermediate and/or advanced math	Frequent (34-66%)
Organization	Frequency
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)
Resilience	Frequency
Work under pressure	Occasional (11-33%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
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Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Seldom (1-10%)
Exposure to animals	Never
Working with angry customers	Never

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our

employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.