

CLASS TITLE: EQUIPMENT MAINTENANCE OPERATIONS ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision supports Equipment Management Department (EMD) management and supervision in managing the preventive maintenance (PM) and EMD safety programs, monitoring, analyzing and reporting on equipment maintenance operations performance, provides backup shop supervision and performs other related assigned duties.

ESSENTIAL TASKS:

- Analyzes and prepares reports regarding division performance, goals and objectives, utilizing a specialized equipment management system
- Performs, coordinates and participates in detailed division operations studies
- Provides backup supervision and support in the absence of supervision at various EMD locations
- Investigates equipment performance, shop operations and safety issues and reports findings to management
- Analyzes and monitors maintenance section budget performance and assists in preparation for all locations
- Coordinates implementation and completion of special projects with division staff
- Interfaces with the parts function in addressing parts supply and performance issues
- Monitors division preventive maintenance program performance and identifies improvement opportunities
- Prepares and distributes the monthly PM schedule, ensuring compliance with the PM completion goals
- Develops and implements EMD's shop safety program
- Prepares technical bid specifications of contracts and requisitions for parts, tools, equipment and services
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration or a closely related field and two (2) years of progressively responsible experience in equipment management and (preferably) systems analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step pay increase following completion of one of the following: Certified Subrogation Recovery Professional through the National Association of Subrogation Professionals; Certified Risk Management through the National Alliance for Insurance Education and Research; Certified Occupational Safety Specialist through the Oklahoma Safety Council; Advanced Safety Certificate through the National Safety Council; and Automotive Fleet Specialist Certification through the National Association of Fleet Administrators.

Employee will be eligible for an additional pay step increase by obtaining a second certification listed above.

Failure to maintain certifications from which a pay step increase results will result in a loss of pay step.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of equipment operations and maintenance/safety programs; and good knowledge of analytical methods, investigation and research techniques. Ability to organize, analyze, and present clearly in verbal and written form, findings and recommendations; ability to perform statistical procedures; ability to work with multiple work groups, management and customers; ability to utilize both mainframe and pc based computer programs associated with the position; ability to supervise personnel when needed; ability to manage departmental PM and safety programs; and the ability to understand and influence the behavior of others within the

organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; may be subject to walking, sitting, handling, and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is split between an office setting and a maintenance facility.

Class Code: 2541

EEO Code: N-02

Pay Code: AT-32

Group: Clerical and Administrative

Series: General Administrative

Effective Date: February 19, 2018