



City of Phoenix

METHODS AND STANDARDS ANALYST

JOB CODE 73150

Effective Date: 08/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform studies of equipment maintenance and repair work, establish improved methods and procedures for equipment maintenance, and conduct audits and oversee standards compliance. Work includes maintaining records and conducting equipment pilot programs. Work is performed in accordance with established procedures under the general supervision of the Public Works Operations Manager, who reviews work through conferences and results obtained.

ESSENTIAL FUNCTIONS:

- Calculates and prepares the division's budget recovery through the rate setting process;
- Conducts studies of vehicular maintenance trends, mechanic performance, and other equipment maintenance topics as assigned by management;
- Recommends improved work methods to increase productivity;
- Prepares and tracks the division's user department billing;
- Prepares reports and recommendations in the area of cost analysis;
- Conducts quality assurance inspections of repaired equipment and data base integrity to ensure compliance with division procedures;
- Performs environmental assessments and safety inspections at fleet maintenance facilities, including fuel sites;
- Administers the fleet services vehicle emissions compliance program;
- Makes recommendations and drafts fleet services guidelines on repair of gaseous fueled vehicles in city repair facilities;
- Analyzes procedures involving all aspects of equipment operation and makes recommendations for improvements;
- Monitors the Alternative Fuel Program and tracks all aerial equipment/inspections and certifications;
- Conducts an annual fixed asset inventory;
- Writes and monitors the scope of work for contracts pertaining to fleet maintenance and assists in other aspects of the request for proposal process;
- Schedules, reviews, and tracks all fleet services technical training;
- Coordinates and tracks the division's vehicle and equipment diagnostic software programs and assists technicians with diagnostic procedures as necessary;
- Maintains regular and reliable attendance;



City of Phoenix

- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Methods, materials, tools, and standard practices of automotive and off-road equipment trade.
- Operating and maintenance requirements of automotive and off-road equipment.
- Principles and application of statistical methods and forms.
- Principles of work measurement and activity analysis.
- Spreadsheets and database reporting software.
- Diagnostic hardware, software and applications for vehicular maintenance.

Ability to:

- Comprehend and interpret State and Federal regulations and make recommendations on how to apply these standards to the fleet.
- Make mathematical calculations of limited complexity.
- Work cooperatively with other City employees.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Communicate orally with co-workers, clients, or the public in a group setting.
- Work safely without presenting a direct threat to self or others.
- Observe or monitor data to determine compliance with prescribed operating standards.
- Enter data or information into a terminal, PC, or other keyboard device.
- Review or check the work products of others for conformance with standards to ensure uniformity.
- Operate and understand basic computer technology such as word processing, flow charts, spreadsheets, and relational data bases.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL). Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition



City of Phoenix

of continued employment. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience working in a fleet environment as an analyst or three years of experience as a journeyman mechanic (or certification by the National Institute for Automotive Service Excellence as a General Automotive Mechanic), supplemented by college level courses in statistics, mathematics or accounting. Other combinations of experience and education that meet the minimum requirements may be substituted.