

JOB DESCRIPTION

POSITION:	FLEET SYSTEMS ANALYST		
DEPARTMENT:	Operations		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	35	JOB CODE:	543579
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.16

DUTIES:

Reporting to the Manager, Fleet, this position will be responsible for supporting the use, maintenance and training for Corporate Fleet Management software systems to standardize business processes across fleet areas of the City and providing functional support of fleet related software systems including: fleet management system, Fuel Management Systems, Maintenance Management System fleet billing system, GPA/AVL system, repair and estimating software, technical diagnostic scan tool software. This position supports the use of online fleet related systems such as Hazardous Waste Information Network and online auctions. Will develop training programs and administer training to ensure systems meet functional and technical requirements for users; provide system administration for software systems and provide and terminate system access for software systems; will support users with general computer and software related concerns. Consults and participates as a functional team member of fleet system project teams and will work with third party vendors, internal technical resources, corporate departments and other municipalities and agencies to resolve issues, improve processes and achieve best practices. Responsible for the design, development and testing of reports to assist in managing data, monitoring programs and analyzing trends. Will standardize business processes across fleet areas and facilitate expansion of fleet software into other fleet areas; will document all procedures and processes. Will be responsible to verify computer inventory including software on each computer. Will manage upgrades, execute functional testing, including testing of interfaces to the financial system where required and troubleshoot issues with fleet systems and log major issues with system software vendors as needed to work through resolutions. Will identify software and/or hardware repairs of fuel sites and communicate with appropriate staff, the petroleum contractor and the software vendor. Will evaluate card access and key fobs for use with the Corporate fuel management system. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a three (3) year post secondary school community College diploma in Business Administration, Computer Science, or Ontario Ministry of Education equivalency.
- Must have over three (3) years of work experience in an asset management system in a computerized environment and experience with technology (hardware, software, relational databases and applications).
- Must have excellent communication skills.
- Given that this job is a new position a Physical Demands analysis will be completed with the incumbent after approximately six months of occupying the position.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.