



Asset Management/Warranty Administrator

Department: Operations
FLSA Status: Non - Exempt
Work Schedule: 1st shift
Positions Supervised: None

Job Status: Full Time
Reports To: Fleet Maintenance Manager
Amount of Travel Required: Minimal
Revised: 5/2020

POSITION SUMMARY

The Asset Management/Warranty Administrator position will serve as the primary individual responsible for collecting operational data to perform analysis and reporting for the organizations assets, various fleet, facilities and inventory programs, State of Good Repair (SGR) analysis and reporting, and related projects. The Asset Management/Warranty Administrator will also maintain all aspects of the Trapeze Enterprise Asset Management (EAM) database to include warranty administration of the organizations assets and any supporting and future asset management databases including updates to support all process improvement initiatives related to the organizations assets.

ESSENTIAL FUNCTIONS

- Maintains vehicle, equipment, and facilities database, performs EAM database queries to mine and extract data for analysis and reporting
- Administers all aspects of the warranty program for the organizations assets to include the management of all asset warranties, recordkeeping, returns and credits within the asset management system (currently Trapeze EAM)
- Manages Maintenance Data for FTA Triennial and NTD reporting
- Understanding and support of the organizations Transit Asset Management (TAM) program
- Works with internal customers to help maintain revenue and non-revenue fleet
- Gather end-user requirements to design and develop custom analysis and reporting
- Supports fleet and facilities in creating Key Performance Indicators (KPIs) dashboards and reports including but not limited to Preventative Maintenance (PM) compliance, Mean Distance Between Failures (MDBF), and Vehicle Maintenance Comebacks
- Utilize data for development of inventory management strategy/process and enhanced tools to manage day to day fleet and facility needs
- Analyze, create reports for, and monitor the SGR of the organizations assets
- Looking for indicators for identifying lifecycle aging and unreliable units
- Identify process gaps, evaluate and implement solutions to automate and improve processes
- Data/informational support for development and implementation of all departmental programs, campaigns and initiatives including but not limited to emissions, bus rehabilitation programs, diesel particulate filter programs, ITS development and alternative fuels programs
- Supports the maintenance team in testing and implementation of software updates
- Helps build and maintain a best in class fleet that meets the needs of our internal and external customers

- Other duties and responsibilities as assigned

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Accountability** - Takes personal responsibility for the quality and timeliness of the work performed. Achieves results with little oversight.
- **Communications** - Ability to communicate effectively with others both orally and in writing.
- **Customer Service** - Ability to effectively and efficiently respond to the needs of customers.
- **Diversity Oriented** - Works effectively with leadership and others to recognize the importance of having and valuing a diverse workgroup.
- **Conflict Resolution** - Ability to deal with others in an antagonistic situation.
- **Ethical** - Ability to demonstrate conducts conforming to a set of values and accepted standards.
- **Honesty Integrity** - Ability to be open, honest and forthright in communications and interactions with employees and leadership.

SKILLS & ABILITIES

Education: Associate Degree preferred.

Experience: Three to Five years of related administrative experience preferably in a similar capacity. Asset Management Software, Transit Maintenance, and/or Inventory Control experience desired.

Computer Skills

Strong computer skills with experience in Microsoft Office Suite with the ability to learn new systems as required.

PHYSICAL DEMANDS

Must frequently lift or move up to 30 pounds for movement of boxes, files or other items. May also include frequent bending, stooping, squatting, pushing and pulling. Regularly required to sit for extended periods. The employee is frequently required to walk and stand. Use of hands and arms is necessary to reach or use various tools or objects. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee is required to perform job duties in accordance with existing health and safety procedures and policies.

Employee Signature: _____ Date: _____

The Rapid has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and The Rapid reserves the right to change this job description and/or assign tasks for the employee to perform, as The Rapid may deem appropriate.