

# We're Hiring: Asset Management/ Warranty Administrator

## Hiring Range:

**\$21.03 to \$25.03**  
per hour

## Application Deadline:

This position will  
remain open  
until filled

## How to Apply:

Submit resume to  
[recruiting@ridetherapid.org](mailto:recruiting@ridetherapid.org)  
OR apply online at  
[ridetherapid.org/jobs](http://ridetherapid.org/jobs)

*The Rapid is an EEO Employer:  
Women and Minorities  
Encouraged to Apply*



## Position Summary:

This position is responsible for collecting operational data to perform analysis and reporting for the organization's assets, fleets, facilities, and inventory programs. In addition, this position will maintain all aspects of The Rapid's warranty administration of the organizations assets and any supporting future asset management databases.

## Essential Functions:

- Maintains vehicle, equipment, and facilities databases.
- Perform queries in asset management databases.
- Manage Maintenance data for the Federal Transit Administration.
- Work with internal customers to help maintain revenue and non-revenue fleet.
- Analyze and create reports for the organization's assets.
- Support the maintenance team in testing and implementation of software updates.
- Help build and maintain a best-in-class fleet that meets the needs of internal and external customers.
- Other duties and responsibilities as assigned.

## Education

- An associate degree is preferred.

## Experience

- Three to five years of related administrative experience in asset management, transit maintenance, and or inventory control is preferred.