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 organization's 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.