



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

FLEET ANALYST

Finance – Fleet Services– Job # P1258

CLOSING DATE: NOON – JULY 26, 2024

JOB SUMMARY:

The Fleet Analyst reports directly to the Fleet Manager.

The Fleet Analyst will be responsible for providing analytical support to the Fleet Manager and other members of the Fleet Management team. The Fleet Analyst will collect, analyze, and present data to help make informed decisions regarding the municipality's fleet operations. The Fleet Analyst will play a key role in identifying trends, highlighting areas for improvement, and developing strategies to optimize fleet performance.

Starting Salary range: \$52,961 - \$62,313

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduation or GED equivalency.
- Must have completed post-secondary education from an accredited institution in Computer Science, Information Technology, or Business Analytics.

EXPERIENCE:

- Must have at least three (3) years of experience performing similar or related duties within or outside the Corporation.
- A Lean Six Sigma Green/Black Belt certification is an asset.
- Must be proficient in using the Microsoft Office Suite of Products, particularly Excel, Word, and Outlook, and in using relational databases Power BI and report generation software.
- Must have experience in Lean Six Sigma projects and be familiar with using the WBS (Work Breakdown Structure) approach to managing deliverables.
- Must have proven experience in analytical report writing, presentation techniques, and research methods, including quantitative and qualitative methods.
- Must have experience in the use of Fleet Management Systems.

LANGUAGE:

- English is essential. The ability to function in both official languages English and French is an asset but not a requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess knowledge of best practices, industry standards, and trends in municipal fleet operations, data management, and related analytical methodologies.
- Ability to exercise independent judgment and analytical skills and possess detailed knowledge of fleet operations to develop key performance indicators.
- Knowledge of the Fleet Divisions' activities, including a fair understanding of the Material Coordinator and Service Coordinator roles.
- Must have demonstrated ability to perform contextualized data analysis, including identifying critical areas of improvement to City of Moncton policies and objectives about the operation of the Fleet Division.
- Must possess a proven ability to work in a dynamic, deadline-driven environment featuring frequent interruptions and multiple priorities where delivery of accurate data is crucial to maintaining and improving the level of service to client departments.
- Work must be performed with tact, diplomacy, and persuasion for exchanging information and data, discussing problems, and submission of frequent internal/external contacts.

- Requires a high level of judgment appropriate to applying established practices, policies, or procedures to standard work assignments and resolving frequent minor problems.
- Should be willing to upgrade skills as required by changes in the workplace.
- The position is also expected to possess practical communication skills in dealing with internal departments regarding service delivery, particularly in diagnosing system issues and concerns with internal information system personnel and the software provider.

OTHER:

- Must possess and maintain a valid Class 5 New Brunswick driver's license.

CONTACT:

- Work requires frequent contact with employees of other departments to provide reports, summaries, and advice concerning a variety of fleet data, including but not limited to utilization, fuel consumption, telematics, and other metrics as required or requested by client departments.
- Requires an individual with a positive attitude that reflects the best interest of the Corporation and the community at large.

SUPERVISION:

- Must be capable of working without direct supervision for extended periods. Must be capable of providing instructions to new employees within the Fleet Division and external clients in standard operating procedures pertaining to Fleet operations.

CONDITIONS OF WORK:

- All employees must comply with Council, and Corporate adopted policies. (i.e., Attendance Management, Respectful Workplace, and Health and Safety).
- Work requires excellent attention to detail while delivering critical analytical data within short time frames.
- Good working conditions with occasional exposure to hazardous conditions typically found in a vehicle repair facility.
- The position will consist of 35-hour work week. Normal working hours as per the CHEA/PSAC Local 60200 Collective Agreement.