THE CORPORATION OF THE
TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3982-001   CALL NO. 24-3900

Job Designation: Fleet Data Analyst

Department: Roads and Works

Job Details: Permanent Full-Time (CUPE 1329)

Salary Range: $65,125 - $79,440

Pay Grade: 308

Closing Date: Applications for this position must be received at oakville.ca no later than 11:59pm on **December 9, 2024.**

We offer:
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

This position reports to the Manager of Fleet Operations and is responsible for the oversight, coordination, implementation, and management of the Town's fleet communication devices and telematics programs, such as, AVL, Geotab, TAASTA (push to talk devices). This position is also responsible for the identification, development, and analysis of fleet statistical information, supporting trends analysis and the use of data to identify areas to enhance safety, efficiencies and fleet optimization.

The Fleet Data Analyst works closely with various internal departments such as Purchasing, Finance, Fleet Operations, Stores, Roads and Works, Parks and Open spaces and Oakville Fire; as well as supporting external clients with maintenance and repair work. The fleet consists of automotive vehicles, light and heavy-duty trucks and vans, winter control equipment, aerial devices, off-road construction, and agricultural-rated equipment, trailers, tools, mowers, encompassing some 1500 units.

Job Responsibilities:
- Collect, analyze and interpret data related to a fleet of vehicles, equipment and tools (i.e. fuel consumption, maintenance costs, vehicle downtime, driver behaviours, technician work assignments and productivity, staffing patterns).
- Develop and implement a fleet-wide vehicle pooling program covering vehicles, equipment, trailers in excess of 300 pieces.
- Research and recommend system upgrades, relevant software and new products.
- Create, run and analyze various reports for vehicular information and operations with management and other user groups.
- Perform research and statistical analysis and develop relevant reports (standard, exception, and ad hoc to requesting parties) in areas of cost and utilization management and assess the effectiveness of various maintenance procedures.
- Develop methods, procedures and approaches to maximize the usage of technology and systems.
- Liaise with staff, vendors, IT and Security for access, usage, security, repairs, and installations.
- Monitor hardware and software performance, report on, and proactively address issues.
- Coordinate and oversee the removal and replacement of AVL devices for diagnostics and repairs.
- Administer the procurement and acquisition of equipment and software for fleet communication and telematics systems.
- Manage the tender process by defining project scope, evaluating proposals, and determining awards based on analysis.
- Design and distribute detailed reports on fleet metrics (fuel consumption, usage by hours/kilometers, idling, braking, and electronic codes), categorize data by relevant parameters (e.g., class, type, unit number), create statistical graphs, and automate information distribution.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

Collaborate with R&W Management to post relevant data (e.g., areas plowed, swept, zone, date, time, unit number) on the Town website.

- Research and obtain quotes for equipment, service and subscription costs to support budgeting process
- Provide input towards Operating budgets: Installations, removals, and subscription costs for all user groups, re program change/upgrade costs.
- Participates in the research, testing, and evaluation of new vehicle products and technologies, as well as in the assessment of vehicle and equipment specifications.
- Establish and monitor Key Performance Indicators (KPI's) from fleet and telematics data, along with enterprise data. Maintain capability with current and evolving technologies.
- Other duties as assigned.

Qualifications:

- Completion of a three-year diploma or degree in Business Administration, Supply Chain Logistics, Business Analysis, or similar analytical disciplines; or equivalent combination of education and experience.
- 3-5 years of experience in data analysis and reporting, automotive and/or fleet, or other vehicle operations.
- Previous experience includes working with AVL devices, familiarity with purchasing and tendering processes, diversified computer programs, fleet related software, fleet or asset management programs, fueling systems, budgetary experience, integrated computer systems, vehicle and equipment maintenance programs.
- Well-versed on current technology and best practices for analytics and reporting, as well as up-to-date on AVL, telematics and vehicle on-board technology.
- High level capability with diverse computer programs – Microsoft, integrated systems (CIS/JDE type).
- Strong analytical / statistical capabilities.
- Lean Six Sigma training.
- Strong interpersonal, communication, organizational, and planning skills.
- Knowledgeable of MTO requirements is an asset.
- Must hold and provide a copy of a valid and unrestricted Ontario Driver's License Class G minimum (standard and automatic transmission) with a driving record that demonstrates responsible and safe driving behavior. Note: Applicants with 6 or more points are ineligible for consideration. The successful applicant, who is a new hire, will be required to provide the Corporation with a current drivers abstract (no older than 30 days) and pass a Town administered road test prior to assuming the position.

DATED: November 25, 2024

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.