



EQUIPMENT ANALYST

Department: Equipment Services
Classification: Non-Exempt
Revised: January 2019

Reports to: ESG Leader
Location: All States Asphalt, Inc.

Position Summary:

This position is an administrative position that is responsible for multiple aspects of our fleet of equipment. The candidate must have an absolute passion for excellence, combined with strong written and oral communication skills, experience with a variety of technical platforms, excellent analytical capabilities, and familiarity with a variety of heavy equipment. This position is non-exempt, and reports to the ESG Leader.

Essential Functions:

- Coordinate with managers to evaluate automobile leasing/fuel card programs, identify specifications, and order automobiles
- Monitor fuel consumption and inventory and ensure fuel is applied to equipment accurately
- Manage Outside Equipment Rental program
- Approve all equipment-related invoices
- Develop and monitor equipment inspection and preventive maintenance programs
- Monitor repairs due to accident/abuse, ensure accurate reporting to Risk Management personnel, identify and address trends
- Monitor automobile and equipment insurance programs to ensure adequate coverage
- Manage parts/equipment vending machine program
- Establish and manage equipment master files
- Coordinate with the Information Technology department to develop reports to support objectives
- Other duties as assigned

Skills Required

- Working knowledge of heavy equipment maintenance and use
- Commitment to continuous improvement
- Proactive nature, with a sense of urgency to handle a variety of tasks and deadlines in a fast-paced, ever-changing work environment
- Analytical focus to be able to identify trends, discover causes of variances, and identify improvement opportunities
- Ability to make rapid decisions in the absence of data, and to communicate decisions and changes quickly and effectively
- Strong skills with standard office software (MS Excel, MS Word, MS Outlook)
- Ability to analyze and follow detailed procedures
- Excellent oral and written communication skills

Work Conditions

Incumbent must be able to tolerate moderate to loud noise level (PPE will be provided, including hearing protection as required), when on a job.

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, see, use hands, reach with hands and arms, handle, feel, talk, and listen. Employee may sit for an hour or more at a time. The employee must frequently lift and/or move up to ten pounds.

Position Requirements:

AS in Management or equivalent plus three to five years in a variety of roles each with increasing levels of responsibility. Strong communication, attention to detail, documentation and computer skills. Excellent organizational, analytical, interpersonal, and communication skills.

Independent Action:

Performs work independently within scope of established guidelines and practices.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. A valid driver's license is required. Must be able to pass a physical and drug screen. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.