

JOB PROFILE SUMMARY

- Facilities Maintenance Analyst
- Works under the general supervision of the Computerized Maintenance Management System (CMMS) Manager.
- Serves in the Maintenance Engineering Division of the Engineering and Maintenance (Department) at Washington Dulles International Airport.

Designs, analyzes, and manages performance metrics on Department facilities operations and maintenance programs. Forecasts, monitors, and analyzes the use of departmental resources. Provides data analysis results to support management, multiple maintenance shops, and shop planners. Performs related functions.

GENERAL RESPONSIBILITIES

- Develops and monitors the Department's management dashboards and scorecards.
- Analyzes manpower requirements and assists in developing justifications for recommended actions.
- Provides proactive and value-added analytics to support management decision-making.
- Measures and publish facilities Key Performance Indicator (KPI) metrics to management.
- Provides support to the CMMS Administrator by refining system requirements, functional processes, standards, and business rules.
- Creates reports, charts, graphs, and results and communicates mathematical and/or statistical applications so that they are understood by others.
- Researches technology to maintain awareness of and familiarity with various analytical and record-keeping tools, systems, and software.
- Performs other duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible experience in maintenance analysis including:
 - reviewing and evaluating business processes;
 - using an enterprise data management system;
 - and creating dashboards and scorecards.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

1. Knowledge of, and skill in applying, various mathematical and statistical techniques to a variety of specific issues, requests, or problems.
2. Knowledge of data and data management procedures to determine appropriate data, interpret data, identify acceptable and unacceptable data points, and generate and maintain data files.
3. Knowledge of industrial engineering, with emphasis on facilities operations and maintenance.
4. Ability to use computer hardware and modern office suite software with an emphasis on

enterprise data management system.

- Ability to speak and write effectively.
- Ability to establish and maintain effective relationships with contractors, key stakeholders, employees, managers, and others.

PREFERRED QUALIFICATIONS

- None

EDUCATION

- A Bachelor's Degree in any field, or an equivalent combination of education, experience, and training that totals four years.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the four years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A valid state driver's license.

NECESSARY SPECIAL FACTORS

- Operates vehicle airside and landside (requires AOA permit).
- Is subject to hold over or recall on a 24-hour basis for essential services and emergencies.