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| Job Title: IT Specialist |
| Department: Corporate Administration |
| Revision Date: 01/31/2022 |



Position Overview

The IT Specialist oversees activities, reporting, and analysis related to operations software integration and data inputs as it relates to our fleet and maintenance software systems, TMW and TMT. This position is responsible for analyzing the data systems’ operations, identifying opportunities to improve processes, developing improved processes, and implementing new or expanded software. Assists the Director of Maintenance to meet all business requirements, develop KPI reporting, and provide “value-add” efficiencies to our operations. Additional responsibilities include TMW and TMT training, problem identification, issue mediation, and project management.

Essential Job Functions

* Works with TMT system / builds and maintains a database for fleet information.
* Maintains accurate records of equipment and maintenance activities in various systems.
* Training personnel on TMW Suite, TMT, BI Portal, Equipment Tracking/Routing Software, and various other operations systems and supporting processes.
* Creating and maintaining systems and process documentation.
* Maintains records, reporting, and other documentation required by federal, state, and provider rules, regulations, and policies including but not limited to DOT maintenance and HOS requirements.
* Assists in various auditing processes by compiling data pertaining to equipment maintenance programs.

Skills

* Transportation operational knowledge; CSA, FMCSR, DOT & Hours-of-Service knowledge
* Excellent verbal and written communication skills.
* Project Management experience.
* Must be proactive and able to work independently.
* High level of integrity and confidentiality.
* Strong analytical and problem-solving skills.
* Excellent time management skills with a proven ability to meet deadlines.
* Proficient with Microsoft Office Suite or related software.

Education and Experience

* Three to five years’ experience with oversight of transportation industry software, preferred
* At least 3 years’ experience implementing and/or supporting transportation management software.
* Bachelor’s Degree or equivalent professional experience

\* The above list is not an all-inclusive list of duties and/or requirements.  You will be expected to perform various tasks as required.  As business objectives changes, so too may your duties.