


Position Identification			
Position Title	Inventory Support Analyst		
Position Replaces	N/A		
Position Level	Employee	Position Code	1376
Pay Group	Group 8	Date (last revised)	Jul-24
Supervisor Title	Manager, Purchasing and Inventory	Sup. Position Code	1443
Additional Requirement	CRC	N/A	
Division	Asset Management	Flexible Work Arrangement	N/A

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

Supply Services is responsible for the purchasing, warehousing, and distribution of a diverse array of parts and materials used to support the BC Transit fleet and company needs across the province. From new bus deliveries, to refitting the existing fleet, Supply Services assures the required parts are available when and where needed.

Job Overview

Reporting to the Manager, Purchasing and Inventory the Inventory Analyst coordinates materials and logistics for Supply Services to ensure that replacement parts are available for maintenance and repair work. Works in conjunction with other groups within the Fleet Division to ensure that scheduled parts requirements are available prior to the commencement of work and that related tasks are completed in an effective manner.

Makes recommendations for improvements to procedures, contract terms and the feasibility of purchasing alternative products. Assists with the creation and maintenance of material and inventory master records. Performs a variety of duties related to coordinating the testing of new vehicle maintenance products and monitors maintenance material inventories.

Key Accountabilities and Expectations	
Key Accountability	Expectation
Stakeholder Relations	<ul style="list-style-type: none"> • Coordinates and assists Maintenance Supervisors, Planners, Procurement groups by: <ul style="list-style-type: none"> ○ Ensuring required parts and materials will be available in the correct quantities and locations. ○ Advising stakeholders of anticipated problems and coordinating remedial action based on their input and instructions. ○ Coordinating processes to ensure that delays and issues related to procurement and distribution are removed and problems are corrected. ○ Coordinating reverse logistics processes to ensure Inventory Management efficiency is maintained and that proper credits are received for returned goods.
Policies and Procedures	<ul style="list-style-type: none"> • Recommends improvements to procedures and contract terms to gain efficiencies by: <ul style="list-style-type: none"> ○ Assisting in the creation of contract terms for tenders and standing order agreements. ○ Setting up new inventory records to support maintenance requirements and Fleet procurements/allocations. ○ Recommending improvements to procedures for timely distribution and return of materials. • Assists with the creation and maintenance of material master records and inventory records to support proper inventory control procedures. • Monitors maintenance material inventories to identify actual and potential shortage or surplus, then recommends remedial action. Arranges the transfer of repairable and spare equipment between locations. Maintains a maintenance material reference library. Issues service bulletins and information pertaining to product changes and control record revisions. • Assists in the coordination of initial record set-up and acquisition of parts for new buses.
Inventory Maintenance	<ul style="list-style-type: none"> • Performs a variety of duties related to coordinating the testing of new vehicle maintenance products to determine the possible suitability for BC Transit's use including: <ul style="list-style-type: none"> ○ Acquiring product and arranging for product testing campaigns with maintenance shop or testing agency.

	<ul style="list-style-type: none"> ○ Monitoring the degree of wear or consumption of products by reviewing Transit Operator and Mechanic reports, vehicle records, physical measurements and liaising with shop personnel. ○ Reporting on test results and recommending purchase or rejection of test products. ○ Developing and maintaining test files for new products. ● Daily issuing of parts from RTS XML loads ● Resolving inventory errors and discrepancies at RTS
Innovation	<ul style="list-style-type: none"> ● Makes recommendations on the feasibility of purchasing alternative products versus manufacturing or rebuilding parts by: <ul style="list-style-type: none"> ○ Searching current inventory and suppliers to determine availability of specific parts. ○ Obtaining comparative cost estimates and product information from suppliers. ○ Reproducing or creating product specifications including drafting technical sketches. ○ Providing information on alternative replacement parts and required adjustments to stock reorder points.
Additional Duties	<ul style="list-style-type: none"> ● Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> ● General technical background equivalent to high school graduation, including courses in commercial vehicle mechanics and mechanical drafting.
Experience	<ul style="list-style-type: none"> ● Three (3) years previous experience, working in a computerized commercial vehicle maintenance and repair environment as a parts or stockroom person. ● Six (6) months in the position is necessary to acquire a general knowledge of corporate policies and procedures, divisional plans, computerized maintenance systems, equipment, and suppliers.
Key job-specific competencies	<ul style="list-style-type: none"> ● Proven communication skills, both verbally and written; ● Ability to analyze information while using critical thinking; ● Ability to multi-task in a fast paced environment.