


Position Identification		 MOVEMENT OF UNITED PROFESSIONALS	
Position Title	Inventory Support Analyst		
Position Replaces	N/A		
Position Level	Employee	Position Code	1376
Pay Group	Group 10	Revision Date	Feb-25
Supervisor Title	Manager, Supply Chain	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

The Supply Services department are responsible for making sure BC Transit has the parts required to keep the provincial fleet on the road. Through forecasting, detailed requisitions and working with our maintenance teams, they set inventory policies, assess requirements, and purchase the vast array of parts and material required to keep BC Transit operational. As data stewards they manage the parts catalogues and item master records to make sure BC Transit staff and partners have access to reliable parts information. Working with both internal and external stakeholders Purchasing and Inventory collaborate on many projects, bring in new technologies, new bus builds and assisting with refit and rebuild programs.

Job Overview

Reporting to the Manager, Supply Chain, the Inventory Support Analyst is responsible for monitoring inventory across the province. Assess detailed inventory and financial information to determine and make inventory adjustments. 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. Performs inventory counts and audits to ensure BC Transit inventory at Regional Transit Systems is accurate (RTS).

Key Accountabilities and Expectations

Key Accountability	Expectation
Administration and Coordination	<ul style="list-style-type: none"> Coordinates and assists Maintenance Supervisors, Planners, Procurement group to ensure efficient procurement, distribution and availability of products before project start date Coordinates with purchasing department to ensure prompt receipt of credits of high value items through Return Material Authorization process Develops and coordinates remedial actions to maintain accurate inventories and minimize service disruptions Assists in the coordination of initial record set-up and acquisition of parts for new buses. Coordinates the testing of new vehicle maintenance products, including acquiring products, arranging and overseeing testing, analyzing results, maintaining test records and recommending purchase or rejection based on findings Oversees and coordinates the ordering, kitting, and distribution of parts for campaign work, organizing procurement, logistics and distribution after campaign approval while taking remedial actions to minimize delays Ensures Regional Transit Sites (RTS) inventories in JDE align with on-site business processes by managing work orders, receipts billing discrepancies, and IT related issues in coordination with JDE analysts Creates and compile reports for presentation to Management and Directors
Process and Procedures	<ul style="list-style-type: none"> Recommends improvements to procedures, and contract terms to enhance efficiency Evaluates the feasibility of purchasing alternative products versus manufacturing or rebuilding parts Collaborates with key stakeholders across organization to understand project and work package requirements, anticipate challenges, and propose alternative solutions Serves as the subject matter expert and owner of BC Transit's maintenance material reference library, including parts manual catalogs and item master records, ensuring accurate record maintenance

	<ul style="list-style-type: none"> • Works with business units to assess hazardous materials for suitability and ensures Material Safety Data Sheet documents are acquired and uploaded
Inventory	<ul style="list-style-type: none"> • Issues parts from RTS XML loads and resolves inventory errors and discrepancies at RTS sites • Arranges the transfer of repairable and spare equipment between locations and maintains a maintenance material reference library, issuing service bulletins and product change updates • Acts as the Supply Services subject matter expert with internal and external stakeholders to identify parts for various projects, inventory control and parts related inquiries • Assists maintenance personnel throughout the province in identifying parts, solving individual parts discrepancies and remediating issues to minimize down time while influencing the use of best practices. Provides guidance on processes and applications specific to the inventory management portion of the job when necessary • Interprets technical schematics, mechanical drawings, and detailed parts references to determine correct parts, source alternatives and ensure compliance with internal policies • Manages inventory reconciliation audits at RTS locations by scheduling counts, analyzing operating company data, resolving discrepancies, operating company adjusting branch plant inventory ledgers for variances exceeding \$100K and conducts quarterly on-site audits • Analyzes provincial branch inventories to determine appropriate inventory levels, organize returns to the Provincial Warehouse, and oversee inventory optimization efforts • Identifies shortages and surpluses in material inventories, recommending and facilitating remedial actions, consolidation and disposal of obsolete inventory • Coordinates inventory shipments to RTS for the Planned Maintenance Program by analyzing reports, arranging transfers, managing stock levels, addressing shortages, and maintaining BOM records in JDE to prevent maintenance delays
Additional Duties	<ul style="list-style-type: none"> • Regular working duties will include trade specific work, clerical work and administrative work. Accurate prioritization of projects and deadlines is required for minimizing loss of service hours • 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"> • Grade 12 Diploma or equivalent. • Courses in commercial vehicle mechanics and mechanical drafting is an asset • Completion of Red Seal Parts Technician ticket is an asset.
Experience	<ul style="list-style-type: none"> • Three (3) years related experience in a data analysis role, working in a computerized commercial vehicle maintenance and repair environment as a parts or stockroom person. • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Manage priorities based on frequently changing deadlines with a focus on minimizing lost service hours • Tasks include both routine work and unscheduled requests of varying importance • Proficient in Microsoft Office Suite, including advanced skills in Microsoft Excel • Effective communication skills to convey information clearly to colleagues and stakeholders • Problem-Solving skills, analytical approach to identifying issues, evaluating options, and finding solutions
Willingness Statement	<ul style="list-style-type: none"> • Position requires personal protective equipment (PPE) to be worn, lifting heavy parts over 50 pounds either alone or with coworkers. • Quarterly multiday travel within the Province is required