



WAGNER EQUIPMENT CO.

Job Description

JOB TITLE: Service Definitions and Estimating Analyst
DEPARTMENT: Operations & Administration
REPORTS TO: Service Business Unit Manager

Job Code: 245

Full Time **Supervisory** **Exempt**
Part Time **Non-Supervisory** **Non-exempt**

POSITION SUMMARY

The Service Definitions and Estimating Analyst is primarily responsible for development and maintenance of service definitions and the creation of service repair estimates within the Wagner Equipment Co. business system. Service definitions are service tasks specific to machine make, model, and serial number ranges. These include detailed parts list, target labor hours, and a detailed explanation about what is included and excluded from this service work. Service estimates are built using one or more service definition to complete all of the work a customer is requesting. These are also built to support the equipment management group. Service estimates are passed to service managers or PSSRs for review with the customer.

Direct Reports: None

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Administrative:

- Consolidates, organizes, and tracks service definition data developed by Service Operations & Administration or other qualified personnel
- Discusses specific service work with service managers and technicians in order to more accurately build service definitions
- Performs data entry on all systems used to review, create, update, and distribute service definitions, i.e., DBS, Builder, Quoter, MS Excel, SalesLink, and etc.)
- May participate in the service definition committee meetings
- Develops reports about service definitions and service estimates as necessary

Technical:

- Develops specific service definitions with detailed parts lists, target labor hours, and misc. charges
- Maintains service definitions periodically to reflect changes in parts, part prices, labor rates, and etc.
- Creates service repair estimates based on service definitions and personal service experience

Interpersonal:

- Trains and supports users of Builder, DBS, Service Definitions, etc.
- Directs activities of technicians on light duty who are assisting with data development

ESSENTIAL JOB REQUIREMENTS

Minimum Education Required: High School Diploma or GED

Minimum Experience Required: Five years or equivalent work experience as a diesel mechanic

Certificates, Licenses and Registrations Required: None

Required Skills and Competencies

Data Entry
Communication Skills
Reasoning Skills
Organizational Skills
Reading / Writing Skills

Computer Skills

Microsoft Word - Basic
Microsoft Excel - Basic
Microsoft Access - Basic
DBS - Basic
Builder - Basic
ET / SIS /
SIS Web / STW- Basic

ADDITIONAL INFORMATION

Working Conditions

Noise Environment Quiet Moderate
Indoors Outdoors Loud
Both

Physical Requirements (Checked requirements indicate more than 1/3 of the time spent on the job)

Standing Sitting
Walking Use of Hands
Talking Hearing
Weight / Lifting None 1-25 lbs 26-50 lbs More than 50 lbs

Travel Requirements:

None 1-25% 25-50% 50-75% 75-100%

Limitations and Disclaimer

This job description is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Wagner Equipment Co. will reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.