

VILLAGE OF DOWNERS GROVE
Fleet Services Manager

Department: Public Works

Job Status: Full-Time

Days Worked: Mon., Tue., Wed., Thu., Fri.

Status: Accepting Applications

Job Description

Community/Organization Profile

The Village of Downers Grove, Illinois is an established suburban community of 49,000 residents located in DuPage County, 22 miles west of Chicago. Since its founding in 1832, the Village has taken great pride in balancing its long-standing traditions and rich history with advancement, innovation and progress.

The Public Works Department is responsible for the maintenance of Downers Grove's infrastructure. Our Fleet Division operates under our Public Works Department. Of the Village's fleet of equipment and vehicles, 61% run on some form of alternative fuel. In 2019, the Village began using its first plug-in, electric-hybrid vehicles, currently in use by the Police Department's Community Service Officers. Six more electric-hybrid vehicles are scheduled for purchase in 2020, further reducing fuel consumption and CO2 emissions. The shift to environmentally friendly vehicles is one reason the Village was awarded the Government Green Fleet Award for its 7th straight year and named as one of its 2019 Leadership Award winners by the Chicago Area Clean Cities Coalition (CACC).

The Position

The Fleet Services Manager:

- Coordinates fleet service activities, such as inspection, repair and maintenance of vehicles and equipment, while ensuring safety and operational use.
- Administers and optimizes the vehicle replacement program by preparing bid specifications for fleet services and/or purchases.
- Is responsible for the daily operation of the Division, including supervising, hiring, providing ongoing training, evaluating subordinate's performance/ submitting reviews, and coaching staff.
- Develops the Fleet Division's annual budget; administers approved budget.
- Communicates regularly with other Village departments. Provides departments information and recommendations regarding maintenance and repair of vehicles.
- Develops industry accepted performance measures for fleet maintenance. Responsible for keeping current with clean air and clean fuel requirements. Prepares and maintains a variety of records and reports in compliance with the regulating agencies and the Village's record retention policies.
- Supervises and coordinates activities and personnel related to snow and ice removal, special events, and emergency situations, as needed.
- Remains available for emergency situations in an on-call status after regular work hours

Qualifications, Knowledge, Skills

A successful candidate will:

- Be a highly motivated, detail-oriented, and organized professional with strong interpersonal skills.
- Have professional knowledge of vehicle and equipment repair and maintenance practices.
- Be knowledge of supervisory principles and practices.
- Have prior experience in management of union employees.
- Be knowledge of operational safety practices and principles.
- Have excellent communication skills, both written and oral.
- Have the ability to establish and maintain effective working relationships with other employees, government officials and the general public.
- Possess strong project planning, budgeting and fiscal management skills, including appropriately interpreting the Village's purchasing policy, including purchasing policies of joint initiatives.
- Possess a valid Illinois CDL Class "B" Vehicle Operator's License with air brake endorsement within six months of hire.
- Be an APWA Certified Public Fleet Professional, desired.
- Be a NAFA Certified Automotive Fleet Manager, desired.
- Hold an ASE Certification, desired.

The ideal candidate will have an Associate's degree; however, a bachelor's degree is preferred. Three to six years of progressively responsible experience in vehicle and equipment repair and maintenance of which three years are in a supervisory position.

Complete the online application by visiting www.downers.us and clicking "Job Openings". Only online applications will be accepted. E.O.E.