



**VILLAGE OF ELK GROVE VILLAGE
JOB POSTING
FLEET SERVICES FOREMAN**

Elk Grove Village, Illinois (pop. 33,127), a strategically located, progressive community home to the largest consolidated business park in North America, is seeking dynamic, detail, and customer service-orientated candidates for the position of Fleet Services Administrator. Elk Grove Village is located in Cook and DuPage Counties, adjacent to O'Hare International Airport, and is home to approximately 3,600 businesses in its 5.4 square mile Business Park. The Village of Elk Grove Village has surpassed being "The Most Business Friendly Community in America" to now being "Beyond Business Friendly."

The Fleet Services Foreman provides overall direction, technical support, and planning for the daily operation of the Department of Public Works Fleet Services Activity to ensure all Village-owned vehicles and operating equipment are maintained in a safe, effective, and productive manner. This position performs administrative duties including but not limited to preparation of the annual budget for the Activity, Village-wide fleet maintenance, and fuel budgets, vehicle licensing, regulatory compliance documentation, vehicle/equipment acquisition, used equipment disposition, and monitoring of the expenditures of the Activity, including Village wide maintenance and fuel budgets.

Essential functions include but are not limited to:

- Develops and coordinates preparation of specifications for services contracts pertaining to the procurement of materials, specialized vehicles, and equipment.
- Develops general replacement guidelines based on vehicle type, usage, age, miles, operating hours, and repair history to provide projections for future fleet replacements and recommend replacement of vehicles and equipment annually based upon these metrics.
- Responsible for the procurement of all vehicles and major equipment within the Village fleet and determining the best means for purchase through various contract options and purchasing policies.
- Responsible for the disposition of vehicles and major equipment within the fleet, including sending equipment to live auction, utilizing online auction resources, or selling on the open market.

Minimum Qualifications:

Education, Experience, and Training:

Graduate from High School is required. Minimum of five (5) years of experience in the maintenance and repair of a wide variety of vehicles and equipment required. Supervisory experience in Public Works or the automotive industry is required. An Associate Degree or completion of vocational training in automotive and diesel technology, as well as related experience and certifications, is strongly preferred.

Must possess a valid Illinois Driver's License and a safe driving record. Must possess a Class B Illinois Commercial Driver's License (CDL) with tanker endorsement or obtain license within one (1) year of hire. Must possess an Illinois UST Operator Class A, B, and C certifications or ability to obtain within six (6) months of hire. ASE Master Technician certification and/or EVT Master Technician certification are highly desirable.

OPENING DATE: September 14, 2022,

SALARY RANGE: \$83,967.78-113,517.04

CLOSING DATE: October 7, 2022

HOURS OF WORK: 40 hours per week/exempt

To Apply: Applicants must submit the online employment application at www.elkgrove.org by October 7, 2022. Attach your resume, cover letter, and references, as indicated. Proof may be required for qualifications. All other inquiries should be directed to the Office of Human Resources: 901 Wellington Avenue, Elk Grove Village, Illinois, 60007. **Email:** humanresources@elkgrove.org; **Tel:** 847-357-4020