

Palatine Park District

Fleet Maintenance Supervisor – Full-Time

POSITION FOCUS

Under the general direction of the Assistant Superintendent of Parks, the Fleet Maintenance Supervisor is responsible for maintenance and upkeep of the entire Park District fleet. The District's fleet consists of 43 vehicles, 21 large equipment units, and 186 small equipment items.

DUTIES AND LINES OF RESPONSIBILITY

- Management of direct reports, including training, supervision, motivation, and evaluation of one Full-Time and one seasonal fleet maintenance staff.
- Maintain a preventative maintenance program within operational budget on all fleet equipment.
- Assist with budgetary preparations in regards to fleet maintenance and replacement program.
- Prepare bid specification in accordance with District policies for fleet procurement.
- Purchase repair parts and supplies as needed to maintain safe operations of fleet equipment.
- Code and submit parts/repair invoices and monthly billing from the Village of Palatine.
- Repair, rebuild, and/or adjust vehicles and equipment replacement schedule as required.
- Maintain detailed maintenance records for entire fleet.
- Recommend changes to equipment operations and use procedures where appropriate.
- Performs inspections of equipment and vehicles.
- Assists with Park District special events.
- Coordinates use of equipment with other departments.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Comprehensive knowledge of the theories, maintenance practices and principles of equipment and vehicle related trades.
- Diagnostic and operating principles/standards of heavy equipment, hydraulic systems, and gasoline and diesel engines.
- Basic practices and procedures of welding.
- Good knowledge of pertinent safety precautions and risk management procedures.
- Ability to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups and other units of local government.
- Capacity to be self-motivated and achieve goals by utilizing effective time management and organizational skills
- Capacity to proactively troubleshoot, problem solve and make sound judgments

- Ability to maintain self-control and composure in difficult situations
- Must pass pre-employment physical and drug and alcohol screening test for CDL on a random basis.

EDUCATION, EXPERIENCE AND TRAINING

- ASE automotive certification
- Graduation from vocational school supplemented by an approved apprenticeship or training in mechanical repair.
- Minimum of five (5) or more years of demonstrated success as a Mechanic Supervisor or any equivalent combination of education, experience and training.
- Intermediate knowledge of Microsoft Word and Excel
- Previous experience with Fleet Maintenance Program software desired
- Valid Illinois Class "B" Driver's License
- Must have own tools
- CPR and AED Certification within six months of hire

Apply online at www.palatineparks.org, under the Jobs Tab – Full-time

Benefits

Excellent benefit package including: Retirement Plan/Paid days off (vacation, sick, holiday, personal), medical, dental and life insurance, free annual fitness center pass, pool pass and free and/or subsidized Park District activities and events for employee and family members. And much more.

Starting Salary Range (\$54,413 - \$60,412) depending on qualifications and experience