



Fleet Manager

Forest Preserve District of Kane County

Contact Name: Shelley Kouzes

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Closing Date:

Salary: \$64,183 - \$70,601.30 DOQ

Description:

APPLICATION DEADLINE: OPEN UNTIL FILLED WITH A FIRST REVIEW OF APPLICATIONS
MARCH 26, 2024

POSITION SUMMARY:

Under the direction of the Director of Operations, the Fleet Manager performs a variety of skilled and complex labor and administrative roles for the District fleet and equipment in all areas of operations. Duties support the District's mission for a professional and safe environment for employees, volunteers, vendors and patrons. This position will direct full-time and seasonal staff on day-to-day operational tasks.

ESSENTIAL POSITION DUTIES and FUNCTIONS to be performed with or without reasonable accommodation:

Operations:

- Coordinates the direction and implementation of the District's fleet and equipment maintenance program.
- Performs a variety of skilled, complex and technical repairs and/or asset coordination in support of the District's operation.
- Performs skilled and complex management of all fleet, equipment and support services related to same.
- Maintains, repairs, manages and inspects all vehicles, equipment, and support services such as fuel stations, fuel management software, lifts, etc.
- Develops and keeps records of all fleet and equipment preventative maintenance programs.
- Provides oversight of contractual maintenance and repairs when additional skill is needed.
- Coordinates scheduling for preventative maintenance and repairs on all District vehicles and equipment.
- Provides oversight and management of all District inventory related to fleet and equipment management.
- Develops and manages an inspection program to ensure fleet and equipment efficiencies and replacement schedule priorities.

- Develops goals and objectives to continue improving maintenance standards of vehicles and equipment.
- Assists the Director of Operations with identifying operational concerns.
- Prepares material orders for repairs and maintenance as related to the fleet.
- Recommends and performs necessary maintenance and repairs to District fleet and equipment assets.
- Performs preventative maintenance on tools and equipment after each use; conducts routine inspections on equipment and tools and takes appropriate action on any defects.
- Works in coordination with all internal departments to reach overall strategic objectives of the District.
- Ensures work sites are clean and safe before leaving the area unattended.
- Operates all power equipment necessary to complete the task.
- Completes a work order form after each assigned project and enters it into the database system.
- Performs all duties in conformance to appropriate safety and security standards.
- Responds to emergency call-outs on a 24-hour, 7-days a week basis.
- Attends professional conferences, continuing education courses, workshops, and seminars as appropriate, within budget parameters and with Department Head approval.
- Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations.
- Performs the essential functions of the job, with or without reasonable accommodation.
- Performs other duties as assigned.

Administration:

- Establishes positive relationships with the community, vendors, commissioners, staff, volunteers, and patrons.
- Reviews and prepares costs for the annual budget, recommend fleet and equipment improvements or purchases for the capital budget.
- Manages replacement schedules for vehicles and fleet and makes recommendations for approval.

Staff Supervision:

- Directs full-time and seasonal staff and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Additional duties and functions may be essential.

QUALIFICATIONS:

- Minimum Age Requirement: 21 years of age.
- Experience: 3-5 years of supervisory experience in fleet management.
- Education: Bachelor's in Automotive Technology, Logistics, Public Administration or related field or a combination of a high school degree with equivalent years of related experience.
- Automotive Service Excellence (ASE) certification preferred but not required.
- Certifications/Licenses: CPR/1st AID/AED and Class A CDL certification within one year of employment.

- Must begin to obtain National Association of Fleet Administration certification as a Fleet Manager within one year and complete the certification within three years.
- Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment.
- Must have strong verbal and written communication and presentation skills.
- Experience in managing departmental budgets.

AN EQUAL OPPORTUNITY EMPLOYER

Apply online:

<https://www.applitrack.com/kaneforest/onlineapp/jobpostings/view.asp?internaltransferform.Url>