



Full-time Fleet Coordinator

Fox Valley Park District

Contact Name: jadie aguilar

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Contact Phone: 630-966-4510

Closing Date: 2018-08-10

Salary: \$16.50/hr

Description:

To apply please complete an online employment application on our website:
www.foxvalleyparkdistrict.org

Location: Cole Administration Building, 101 W. Illinois Ave., Aurora, IL

Website: www.foxvalleyparkdistrict.org

Hours: Monday – Friday from 7:00 am – 4:00pm

Salary: \$16.50/hour minimum starting pay rate

Qualifications: The ideal candidate for this position must be a highly organized, positive, self-directed team player who is customer focused. High School graduate or General Education Degree (GED) required with an Associate's degree preferred. Five years of previous office experience with at least one (1) year of data entry experience required. Past experience in managing an inventory control system and/or fleet or work order central management system preferred. Strong computer skills in MS Office and database systems with aptitude to learn other systems. Must be comfortable speaking to staff and/or vendors and developing creative solutions to problems. Must have strong attention to detail, manage multiple work orders and parts searches simultaneously, and the ability to enforce compliance initiatives. Strong and effective communication skills in both verbal and written formats. Ability to be flexible and adapt to and handle last minute changes to plans and shifting priorities. Ability to work independently and as part of a team. Must have a valid Illinois Driver's "D" License. This position is expected to be able to work flexible hours with overtime during prime seasons.

Duties: Under the direction and supervision of the Administrative Services Supervisor, the Fleet Coordinator is responsible for providing administrative support to the fleet division. Duties include but not limited to; monitoring work orders, reporting any additional repairs required and changes in time commitments to the respective fleet staff, managing the fuel management system and fleet work order system database, ordering parts necessary for the completion of Fleet Mechanics work orders, and maintaining divisional inventories while following District policies. The employee shall track accident repairs and service work within the Fleet Division, monitor the agency's fleet and equipment from purchase to disposal and provide all necessary reporting and correspondence. Employee is responsible for reviewing all work to ensure that assigned and appropriate work is being performed

and that the repair order has been completed and properly documented. Performs related work as directed. This is an at-will position.

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 168 parks and 48 miles of interconnected regional trails amid 2,500 acres of parkland. Sharing the shores of the Fox River, our communities are united by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District ... Where Fun Begins!