



Naperville

EXTERNAL

EMPLOYMENT OPPORTUNITY

Job Title: Fleet Services Project Manager - 5521

Closing Date: When Filled

Salary: Commensurate with experience

Job Type: Full-Time

Location: Public Works Service Center, 180 Fort Hill Drive, Naperville, Illinois

Department: Public Works

Job Description:

The City of Naperville is looking for an experienced Fleet Services professional to oversee and manage the parts section of its Fleet Division along with all of the fueling sites throughout the City. The Fleet Project Manager will collect and analyze fleet-related data and communicate with City departments to recommend annual vehicle and equipment replacements. This individual will order new vehicles and equipment and coordinate with the Lead Fleet Technicians to assist with the service, maintenance and repair of the City's Fleet.

Responsibilities Include:

The Fleet Project Manager monitors expenditures and approves purchase orders and procurement statements, ensuring that equipment, services and parts are purchased at the best price and quality. This individual will work with department liaisons across the City to evaluate vehicles, prepare vehicle specifications and manage and direct the vehicle replace program. The Fleet Project Manager is responsible for the purchase and release of all new vehicles and equipment.

This position is responsible for the collection of data concerning maintenance, repairs and fueling data entered into the fleet management software system, and analyzing the data to assist with keeping vehicles on schedule for preventative maintenance and eventual replacement. The Fleet Project Manager will coordinate with the Lead Fleet Technicians regarding regular planned vehicle maintenance.

The Fleet Project Manager will supervise, train and evaluate staff and oversee the operation of all fuel management equipment.

This position is also responsible for ensuring the City's compliance with applicable state, federal and EPA rules and regulations.

Qualifications:

Required:

- Associate's degree in automotive services technology or related field
- Minimum of five years of experience in a related field
- Management and supervisory experience
- State of Illinois Driver's License
- Equivalent combinations of education and experience may be substituted

Preferred:

- Bachelor's degree in related field
- Experience with recordkeeping and fleet management software
- Knowledge of various types of vehicle and equipment and related repair procedures
- Knowledge of municipal budgeting and purchasing procedures

Additional Information:

The City of Naperville, Illinois is a dynamic community of 146,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories. In return for your "great service all the time," we'll provide you with a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

THE CITY OF NAPERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.