

March 25<sup>th</sup>, 2016

**FLEET FOREMAN – FLEET DIVISION**

**PUBLIC WORKS DEPARTMENT**

The Village of Lincolnshire is accepting applications for the position of Fleet Foreman in the Public Works Department. This position will be reporting to the Public Works Facility M-F from 6:30am-3pm and will work under the general direction of the Operations Superintendent.

Responsibilities include: Performing routine maintenance of vehicles and equipment. Scheduling maintenance and other repairs, including in-house and outside work. Preparing bid specifications for capital purchases of Village-owned vehicles and equipment. This position is also on call for snow plowing as needed.

Minimum qualifications include a High School diploma or G.E.D., possession of a Class B Commercial Driver's License with air brake endorsement. Must have a minimum of five (5) years experience on repair and maintenance of automotive, diesels and heavy equipment.

The salary range for this position is \$59,7321-\$82,443 annually.

Applications will be accepted until April 15<sup>th</sup>, 2016 at 4:30pm. Applications should be submitted to Leslie Ulibarri at [lulibbarri@lincolnshireil.gov](mailto:lulibbarri@lincolnshireil.gov). Please completed the attached employment application, along with your resume and a cover letter.

*The Village of Lincolnshire is an equal opportunity employer.*

**PLEASE POST**



## VILLAGE OF LINCOLNSHIRE Job Description

**Title:** Fleet Foreman  
**Department:** Public Works  
**Date:** November, 2015  
**Classification:** Non-Exempt

Note: This job description describes a general category of jobs. In order to meet the needs of Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described below, and any duties are subject to change at any time.

### GENERAL DESCRIPTION

Under the supervision of the Operations Superintendent, employees in this position perform semi-skilled, skilled, and administrative work in the maintenance and care of Village vehicles and mechanical equipment. Schedules maintenance and other repairs, including in-house and outside work. Prepares bid specifications for capital purchases of Village-owned vehicles and equipment. This person is responsible for fuel monitoring and purchasing.

### SUPERVISION RECEIVED

Works under the direct supervision of the Operations Superintendent.

### SUPERVISION EXERCISED

The Fleet Foreman oversees the daily activities of the vehicle maintenance division of the Public Works Department. This position is responsible for the direct supervision of the Fleet Servicer.

### ESSENTIAL DUTIES

- Prepares bid specifications for capital purchases; maintains inventory control for the Vehicle Maintenance Division; ensures proper licensing of all Village owned vehicles.
- Performs routine vehicle maintenance and specialized repairs; recommends, schedules and inspects work performed by outside shops on Village equipment in consultation with the Operations Superintendent.
- Establishes maintenance schedules for all vehicles and equipment, including all stationary generators located throughout the Village; and prepares maintenance records for all work performed on Village vehicles and equipment.
- Monitors fuel dispensing for all Village vehicles and motorized equipment.
- Maintains shop area in a safe, clean, neat and orderly manner.
- Participates in hiring and disciplinary action of personnel.
- Coordinates performance reviews.

- Assists with the development and implementation of the Departmental Budget.
- Performs automotive maintenance and repair diagnostics on a variety of Village owned equipment and vehicles.
- Plans, coordinates, and evaluates preventative maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and pneumatic tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies, and related systems.
- Cuts and welds metal and performs body repair, touch up maintenance, and related work.
- Fabricates special tools, parts, and equipment as requested and/or required.
- Changes and repairs tires and tubes.
- Assists with snow and ice control and emergency repairs as necessary.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement.
- Serves as purchasing agent for equipment, parts, and supplies used for vehicles and mechanical system maintenance in conformance with adopted policies and procedures.

#### **CONTACTS OUTSIDE OF DEPARTMENT**

Personnel in other departments, residents, village organizations, other municipalities/governmental agencies, contractors and vendors.

#### **TOOLS & EQUIPMENT USED**

Must supply personal common tools including but not limited to, wrenches, up to 1"; screwdrivers; sockets and ratchets, up to 1"; hammers; chisels; files; scrapers; punches and pry bars. Requires the use of various hand tools, electronic diagnostic analyzers, power actuated tools, tire machine, torches, welders, hydraulic press, floor cleaner, fork lift, vehicle hoists, hydraulic hose fitting machine, pulleys, presses, drills, saws and various air powered tools.

Vehicles: ½, 1 or 2 ton dump truck with or without removal equipment; pickup truck with lift gate; end loader; backhoe; small tractors; street sweeper.

Also requires the frequent use of personal computer, including word processing, spreadsheet, GIS software, telephone, printer/plotter, copy machine, fax machine

### **PHYSICAL DEMANDS**

Lifting, pushing, pulling or carrying of objects less than 20 pounds frequently and occasionally up to 100 pounds. Must have dexterity to manipulate objects as small as ¼"; hearing and speaking ability sufficient to understand radio transmissions and converse both in person and over the telephone. May be required to work for long hours in emergency situations.

### **WORKING ENVIRONMENT**

Moderately noisy office working conditions; moderately noisy to very loud office conditions. Must be able to work in extreme temperature variations, in wetness, dryness, confined and enclosed spaces, in noisy locations, around plant pollen, grass and leaf particles, around dust, cleaning compounds, paints, thinners, varnishes, gasoline, diesel fuels and oils.

### **EDUCATION**

Requires the knowledge, skills and ability commensurate with a high school diploma or a GED. Associate Degree in Automotive/Diesel Technology and/or background in fleet maintenance preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Requires a minimum of five (5) years experience on repair and maintenance of automotive and heavy equipment. Must be proficient in the operation and maintenance of all Village-owned vehicles and equipment. Requires the ability to prepare and maintain records, to deal with people, and to direct as well as perform tasks.

Must have ability to read and write reports, correspondence, instructions in English; must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone; must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio.

The position requires a current Illinois Class B Commercial Drivers License with air break endorsement.

# VILLAGE OF LINCOLNSHIRE

## Application for Employment

(Please Print Clearly)

### PERSONAL

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last                      First                      Middle

Email \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Present Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Are you legally eligible for employment in the U.S.A.? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, verification will be required)

Are you of the legal age to work? \_\_\_\_\_ Position(s) applied for \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How did you learn about this job opening? \_\_\_\_\_

### RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Last Yr. Completed				Did You Graduate?	Degree
			5	6	7	8		
Elementary			5	6	7	8	Yes	
							No	
High			1	2	3	4	Yes	
							No	
College			1	2	3	4	Yes	
							No	
Other (Specify)			1	2	3	4	Yes	
							No	

**List below present and past employment, beginning with your most recent**

<b>1. Name and Address of Company and Type of Business</b>	<b>From</b>	<b>To</b>	<b>Salary Start</b>	<b>Salary End</b>	<b>Reason for Leaving?</b>
			\$	\$	
	<b>Job Title &amp; Duties:</b>				
<b>Telephone:</b>					
<b>Name of Supervisor:</b>					
<b>2. Name and Address of Company and Type of Business</b>	<b>From</b>	<b>To</b>	<b>Salary Start</b>	<b>Salary End</b>	<b>Reason for Leaving?</b>
			\$	\$	
	<b>Job Title &amp; Duties:</b>				
<b>Telephone:</b>					
<b>Name of Supervisor:</b>					
<b>3. Name and Address of Company and Type of Business</b>	<b>From</b>	<b>To</b>	<b>Salary Start</b>	<b>Salary End</b>	<b>Reason for Leaving?</b>
			\$	\$	
	<b>Job Title &amp; Duties:</b>				
<b>Telephone:</b>					
<b>Name of Supervisor:</b>					
<b>4. Name and Address of Company and Type of Business</b>	<b>From</b>	<b>To</b>	<b>Salary Start</b>	<b>Salary End</b>	<b>Reason for Leaving?</b>
			\$	\$	
	<b>Job Title &amp; Duties:</b>				
<b>Telephone:</b>					
<b>Name of Supervisor:</b>					

I hereby give permission to contact the employers listed above concerning my prior work experience. If there is a particular employer you do not wish us to contact, please indicate which one(s).

Signed \_\_\_\_\_

**PERSONAL REFERENCES (not former employers or relatives)**

<b>Name and Occupation</b>	<b>Address</b>	<b>Telephone Number</b>

Have you been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? Please describe \_\_\_\_\_

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You have been given a written job description listing essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following questions. Are you able to perform each of the essential job functions with or without accommodation listed for each position for which you have applied?

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If no, list the function(s) you are unable to perform.

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The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

Signature of Applicant \_\_\_\_\_