

Village of Lombard, Public Works Fleet Division Supervisor

The Village of Lombard, IL is seeking experienced, progressive, and collaborative candidates to apply for the position of Public Works Fleet Supervisor. Lombard (44,476) is a dynamic and vibrant community located 20 miles west of Chicago in DuPage County and is recognized as one of the area's premier communities with an excellent library, park district and top-rated schools. The Village strikes a balance between beautiful neighborhoods, open spaces, and strong commercial activity including a historic downtown and a regional mall. The Village's Public Works Department has 52 full-time employees and an annual budget of approximately \$38 million, including the capital projects fund.

Lead and manage the Village's Fleet Services Division operations by supervising crews, coordinating daily work, and overseeing the purchase, maintenance and disposal of all Village-owned vehicles. This includes developing short- and long-range plans and managing the budget and maintaining equipment and facilities. The work is performed under the direction of the Operations Superintendent.

Essential Functions

- Plans, organizes, administers, reviews and evaluates the work of skilled automotive, truck, equipment, heavy equipment, and fire apparatus maintenance, and technical and support staff.
- Processes service requests; triages/prioritizes equipment in need of repair and communicates with users on repair needs, repair times and other related issues; maintains communications with end users, department supervisors and superintendents to inform them of repair status and equipment availability.
- Enters appropriate information into fleet management software (Fleetio) and monitors/orders parts as required.
- Prioritizes repair of equipment; meets with shifts to assign and monitor work; coordinates manpower and equipment use as required to maintain efficient and effective operations.
- Assists in the diagnosis of repair issues; performs repairs as required.
- Manage preventative maintenance program for all Village vehicles and equipment.
- Manages outside vendors contracted to perform vehicle and equipment repair.
- Contributes to the overall quality of the division's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Assists in the preparation of and writes technical specifications for vehicles, equipment, parts and supplies; approves purchase order payments and administers various contracts.
- Assists in the management of equipment and vehicle replacement programs.
- Manages the preparation, issuance, prioritization, billing and tracking of fleet equipment maintenance and repair work orders.
- Responds to and resolves Village staff inquiries and complaints.
- Supervises fleet repairs for overnight shift(s) during winter operations.
- Ensures compliance with inspection and safety requirements of assigned operations.
- Manages the operation of on-site fueling station for Village vehicles to include compliance with federal, state and local underground storage tank regulations.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

Qualifications

- High school diploma/GED; AND graduation from a formal apprenticeship/technical program in automotive service technology; AND four years of journey-level experience

- in fleet management and repair; OR an equivalent combination of education, training and experience as determined by Human Resources.
- Illinois CDL Class A driver's license.
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- Underground Storage Tank certificate class A, B and C within 6 months of date of employment

Required Knowledge & Skills

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.
- Materials, methods, practices and equipment used in automotive and construction and/or fire equipment maintenance and repair.
- Operation, adjustment, preventive maintenance and minor repair of hand and power tools, shop equipment and test equipment used in fleet work.
- Applicable laws, codes and regulations.
- Computer applications related to fleet maintenance and inventory controls.
- Safety principles, practices and equipment related to fleet work.
- Record keeping principles and practices.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to fleet work.
- Assisting in managing a fleet acquisition and maintenance program.
- Performing skilled automotive, heavy-duty trucks, construction and fire equipment troubleshooting and repair work.
- Safely operating, adjusting and performing preventive maintenance and minor repair to the tools and equipment related to fleet work.
- Making accurate arithmetic calculations; maintaining accurate records of work performed.
- Preparing clear and concise reports, correspondence and other written materials using fleet programs (Fuelmaster/Fleetio/Samsara).
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Speaking English effectively to communicate in person or over the telephone.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Minimum of three years supervisory/management experience.

Salary and Benefits

Salary range is \$103,892 to \$145,442, DOQ. Excellent benefits package. Resume, cover letter, and contact information for five professional references must be submitted by Friday, June 19th, 2026, our online application system at:

<https://laserficheforms.villageoflombard.org/Forms/LombardEmploymentApplication>

No phone calls or emails. The Village will contact any applicants that are selected for an interview.

EQUAL OPPORTUNITY EMPLOYER