

# LUKASZ TATARA

## SUMMARY

Dynamic and flexible leader with proven track record of strength in organization management with talented skill set. Seeking to bring many years of inter department operational excellence. Currently serve in double capacity as Interim Parking Division Manager and Facilities and Fleet Supervisor in charge of operation and emergency response. In the Emergency Operation Center structure I serve as Deputy Section Chief successfully overseeing Transportation, IT, Supply Chain and Facilities functions. Committed to utilizing communication abilities, organizational skills and knowledge in a manner that best benefits the organization.

## SKILLS

- Exemplary knowledge of City Policies and Structure - Knowledge of purchasing policies, union contracts, personnel manual and organizational structure, with close contacts to all City departments and their representatives.
- Computer – Experienced in MS Word, Excel, PowerPoint, ASANA, EMS.
- Budgets, cost reduction, increasing revenue in creative ways in response to current local economic conditions.
- Lead Ice and snow control operation
- Bringing green and sustainability activity to City projects
- Oversee performance of contactors and consultants
- Great record in collaborating with stake holders and other agencies
- Extensive network of resources to bring impactful resolutions

## EXPERIENCE

02/2022 TO 07/2025

### INTERIM PARKING DIVISION MANAGER

City of Evanston – Evanston, IL

- Successfully managed the City's parking system, including policy development, pricing and fee structures, parking permit requirements to meet the City's dynamic parking goals.
- Participate in special events committee, representing Parking function, logistics and security supporting special event parking, construction and change mitigation to regular parking activities. Developed innovative rates and creative cost recovery policies for special event services and parking disruptions to pre-Covid levels.
- Enhanced mobile app for parking to eliminate meters, saving over \$150K; while pioneering new parking initiatives such as short-term leases in garages.
- Manage all aspects of the Parking Division budget; review financials including all revenues and expenses; oversee monthly performance reports and quarterly estimates.
- Communicate effectively with City administrators and continuously interact with third-party contractors to plan, coordinate and schedule projects.
- Facilitate contract negotiations for repairs and services to Parking Facilities. Coordinate with City departments to provide RFP or interdepartmental planning of capital improvement projects. Negotiated service and maintenance contracts relative to parking facilities.
- Collaborate with all stakeholders to assure their needs are listened to and met in the management and planning of parking services; ensuring effective and positive communications and information sharing and collaboration.
- Successfully negotiated and developed the City's contract with 3rd party vendors to coordinate private and public-school district crossing guards, saving the City \$750K.

- Manage and respond to emergencies related to parking equipment or facilities during or after work hours. Coordinate with City departments as needed for emergency operations.
- Co-leader of Emergency Operations Center, working with fire & police departments in logistical support during public unrest and protesting.
- Successfully coordinate snow operations related to parking facilities and on-street parking, supporting public works and snow & ice activities.
- Manage towing operations through Parking Enforcement; negotiate and manage the fulfillment of armored car services; manage and coordinate parking operations and enforcement.
- Liaison between Committee, City Departments, private organizations and residents; meets with property owners, businesses and others in relation to parking matters.

## **11/2018 to 02/2022 Facilities & Fleet Supervisor Operations and Emergency Response**

### **City of Evanston – Evanston, IL**

- Successfully coordinated relationships between Fleet Shop and Field Supervisor to schedule, assign and direct activities of skilled equipment mechanics/labor in testing, repairing and replacing City vehicles and equipment including light duty vehicles.
- Planned and administered budget for construction and repair of City-owned buildings, fleet equipment and vital capital improvement projects (CIP).
- Increased revenue from selling of surplus equipment due to efficient and developed better plan for fleet replacement.
- Reduced costs by merging fleet and facilities divisions together to streamline and increase productivity
- Implemented very successful vehicle repurpose program, saving the city large expenditures and better cash flow management.
- Monitored and reduced expenditures with respect to operating and capital budgets electronically, Computerized Maintenance Management System (CMMS), Computerized Fleet Analysis (CFA).
- Established policies and procedures regarding division purchasing and tracked purchasing activity of field staff.
- Organized in house support for Police and Fire operation improving cooperation between first responders and clinic staff
- Created successful working relationships between City departments to ensure interdepartmental cooperation as it relates to Emergency Preparedness activities.
- Provided immediate response to emergencies, coordinated activities of personnel and equipment in urgent cases.
- Formulated purchasing policy guidelines; successfully negotiated purchase of automotive equipment, materials and supplies from vendors, actively seeking cost cutting measures.
- Executed in bid processes including evaluations, interviews, and ensuring good-standing relationships with vendors.
- Conducted union personnel training performance and implemented new strategies.
- Successfully organized and coordinated food pantry drive, Covid test sites, vaccination drives, and voting during pandemic.

## **12/2015 to 11/2018 Facilities Management Supervisor**

### **City of Evanston – Evanston, IL**

- Evaluated, created and maintained a building condition survey and a deferred maintenance backlog for each facility and it's building systems.
- Structured, organized and implemented an effective preventative maintenance program and schedule for all city facilities utilizing software, spreadsheets and personal experience.

- Scheduled, assigned and directed activities of skilled tradesmen and semi-skilled workers in operating and maintaining City facilities and equipment.
- Successfully reduced City expenditures by increasing in-house projects list using city staff versus contractors.
- Implemented and managed tracking on construction projects, seasonal preventive maintenance procedures to maximize use of staff in slower periods.
- Managed employee records of skills and coordinated appropriate training to further skill set and keep employees dedicated and committed, low turnover.
- Developed and executed 5 and 10 year CIP budgets for anticipated capital expenditures as they relate to the City-owned facilities.
- Effectively maintained requisitions/purchase services, materials, and equipment for facilities operations and CIP.

**01/2013 to 01/2015      Facilities Coordinator**

**City of Evanston** – Evanston, IL

- Handled general and routine maintenance such as plumbing issues and HVAC troubleshooting.
- Coordinated resources and delegated assignments to maintain efficient building operations.
- Helped develop and maintain system for work orders including distributing assignments and closing out completed work after walk-throughs.

**01/2008 to 01/2013      Facilities Worker 1**

**City of Evanston** – Evanston, IL

- Completed repairs, scheduled services, installations and preventative maintenance.
- Applied hazard prevention procedures according to regulatory mandates, including assessing electrical appliances and connections.
- Recognized with award for excellent customer service to city and residents.

## EDUCATION AND TRAINING

09/2021

**Bachelor of Science:** Organizational Behavior And Business Leadership  
**Northwestern University** – Evanston, IL

12/2012

**Associate of Science:** Law Enforcement  
**Oakton Community College** – Des Plaines, IL

## CERTIFICATIONS

Completed Municipal Government Leadership Academy, Completed ICS100, ICS200, ICS300, ICS400, ICS700, ICS800, Completed OSHA 30 course, Confined Space Certification, Class A and B UST Operator, First Aid Certification, member of City REID Committee, CMA- Effective Supervisory Practices: Better Results Through Teamwork Effective Supervisory Practices: Better Results Through Teamwork, CDL License