



FALL CREEK REGIONAL WASTE DISTRICT

P.O. Box 59 • 9378 S. 650 West • Pendleton, Indiana 46064-0059 • (765) 778-7544 • www.fcrwd.com

FALL CREEK REGIONAL WASTE DISTRICT GENERAL MANAGER POSITION

Position Title: General Manager

Department: Administration

Reports to: Board of Trustees

FLSA Status: Exempt, Full time

Date Posted: January 24, 2025

OVERVIEW:

The Fall Creek Regional Waste District, the sanitary sewer provider for southern Madison County, Indiana is accepting applicants for the position of General Manager. The General Manager reports to the Board of Trustees and is responsible for overseeing the day-to-day administration and human resource functions of the District. Applications will be accepted from both current qualified employees of the District and also other qualified applicants. A more expansive description of the position and preferred qualifications are set forth below.

Qualified individuals should submit (1) a completed application, (2) a resume, and (3) a statement of interest or cover letter not exceeding one page, by February 14, 2025.

Electronic application forms may be found on the District's website, at <https://www.fcrwd.com>. Applications should be submitted electronically via email to thutton@fcrwd.com.

SUMMARY AND ESSENTIAL FUNCTIONS OF POSITION:

The General Manager is responsible for overseeing and managing the day-to-day operations and human resource functions of the District, including, but not limited to:

- Reports to the Board of Trustees.
- Acts as the administrative head of the District.
- Plans, organizes, directs, controls and manages the daily operations of Fall Creek Regional Waste District.
- Works closely with Department Heads to ensure an efficient, cost-effective and safe working environment within the District.
- Directs, coordinates, and carries out human resources functions, including recruiting and hiring of personnel, human resources policies administration and enforcement, compensation and benefits administration, coordinate performance evaluations, and handling employee relations, employee development, corrective action issues, training

initiatives, discipline up to and including termination where appropriate, and employment-related legal compliance.

- Works closely with District consultants, including legal, engineering, and accounting.
- Acts as the financial administrator of the District.
- With input from the Department Heads, prepares a proposed capital and operating budget for approval of the Board of Trustees.
- Monitors and approves the expenditures and the revenues of the District. The General Manager will submit all expenditures to the Board of Trustees for final approval.
- Responsible for maintaining and administering in a consistent and impartial manner the District's O&M Policy and Procedures.
- Initiates business correspondence and responds to business inquiries from contractors, vendors, governmental agencies and all professional staff.
- Acts as the supervisor of District employees.
- Keeps the Board of Trustees apprised of all activity within the District.
- Attends regular and special board meetings, including evening meetings on a monthly basis.
- Administers and enforces all ordinances, resolutions, rules, regulations, and directives of the Board, as well as applicable state and federal laws.
- Coordinates with applicable state agencies.
- Maintains the records of the District.
- Any other duties as required by the Board of Trustees.

QUALIFICATIONS:

A valid Indiana Driver's License and a high school diploma or equivalent with previous management experience is required. A qualified candidate should also have experience in utility and/or government operations/administration.

In addition, the General Manager must:

- Maintain communications and a sound working relationship with Department Heads, all employees, Government officials and general public.
- Have an understanding of managerial and administrative practices.
- Maintain the confidentiality of information.
- Be available to attend evening meetings.
- Communicate clearly and concisely with others both verbally and in writing.
- Perform work accurately and efficiently within deadlines.
- Prioritize tasks, problem solve, and deal effectively with interruptions.
- Maintain and exhibit a positive attitude and disposition and ensure fair treatment of employees to sustain high morale.
- Remain insurable under the District's insurance policies.

BENEFITS:

- Compensation set by Ordinance
- Group health, dental, and vision plans
- Vacation, paid time off, and paid holidays
- Retirement plan

PHYSICAL REQUIREMENTS:

The majority of duties of the position are performed in a standard office environment and involve sitting for long periods, and bending, reaching, lifting/carrying objects weighing less than 25 pounds. Physical effort while conducting programs/activities may involve standing/walking for long periods. The position involves working some evening hours and occasional travel out of town for meetings/conferences etc.

JOB ENVIRONMENT:

Performing work in typical office conditions with frequent interruptions and requests for information; attends meetings as required.

Operates personal computer and standard office equipment such as copier, facsimile machine, scanner, telephone, etc.

Makes frequent contact with department heads, employees, Board members, and consultants.

Has access to confidential information including personnel records and legal matters.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Fall Creek Regional Waste District is an Equal Opportunity Employer, and provides equal employment opportunities for all qualified persons regardless of race, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, veteran status, and other classifications protected by law.