



JOB POSTING - Town Manager

The Town of Centerville is currently accepting applications for a full time Town Manager position. This position will be under the direction of the Town Council and employed within the Town of Centerville. Applications and a complete job description can be obtained and returned to the Town of Centerville, 204 E. Main St., Centerville, Indiana. Applications will be accepted until 4:00 p.m. on April 20, 2018.

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process, and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION SUMMARY:

- Responsible for supervision of all Utility Employees, Building Inspector and town mechanics who maintain and repair all town vehicles.
- Management, oversight and participation in budget development and controls expenditures with the budgets for all funds which fall under the purview of the departments managed by town manager as stated above.
- Responsible for management of all town-owned buildings, their upkeep and repair, with department heads and/or council.
- Maintain the administrative organization of the departments he/she manages to ensure efficiency of operation.
- Carry out directive and work approved by the town council.
- Fulfill duties when necessary for town employees under his/her management.
- Plans and implements routine preventative/corrective maintenance and improvement projects as well as perform routine utility inspections to assess maintenance needs.
- Maintains required work orders, equipment history and other records of the departments under his/her supervision.
- Provides technical and safety training to employees. Implements and enforces safety policies and procedures.
- Participates in budget development and controls expenditures with the budget of departments under his/her supervision.
- Requisitions and inventories necessary materials and supplies for the departments under his/her supervision.
- Responsible for maintenance personnel time and payroll approval as well as maintenance of employee schedules for the departments under his/her supervision.
- Regularly reports department activities and facility performance to the Utility Director
- Performs other related duties as assigned.
- Ability to lift 40lb. work in inclement weather.
- The applicant must live within 30 miles of Centerville and preferably an Indiana resident.

DESIRED QUALIFICATIONS or EXPERIENCES:

- Must maintain a valid drivers license.
- Associate or Bachelor's degree in Business management or Public Administration.
- 2-4 years in management capacity, with emphasis on town or utility management.
- Indiana CDL - Class B minimum w/air brake endorsement - no restrictions.
- Certification and/or experience in water treatment, wastewater treatment, electrical, stormwater and road and street maintenance.

The Town of Centerville is an Equal Opportunity Employer and adheres to the Americans with Disabilities Act.