

# Hopkinsville, Kentucky



INVITES YOUR INTEREST IN THE POSITION OF

## **Solid Waste Enterprise (HSWE) General Manager**





# HOPKINSVILLE – AN EXCEPTIONAL OPPORTUNITY

## ABOUT THE COMMUNITY

Hopkinsville is located on serene, rolling farmland in southwest Kentucky near the Tennessee border. With scenic vistas and friendly faces, Hopkinsville embraces the essence of rural western Kentucky. The seat of Christian County, Hopkinsville is the 6th largest city in Kentucky with a population of around 31,000. Hopkinsville offers a mild climate with four distinctly beautiful seasons. Opportunities for outdoor adventures are abundant. Hopkinsville provides quick and easy access to the Land Between the Lakes and Pennyriple Forest State Park. Hopkinsville is alive with history. The town's ornate architecture holds countless stories of fascinating people and intriguing events.

The city of Hopkinsville was claimed in 1796 and established by the Kentucky Assembly in 1804. Christian County is located in Western Kentucky and is the 11th largest county in Kentucky by population, the 2nd largest county by square miles, and is situated on the Kentucky-Tennessee border.

From modern subdivisions, old historic homes, inner-city neighborhoods, and to rural farms, the diversity of Christian County is reflected in its population. Christian County is an agricultural-based community and has a significant industrial presence, as well. Nestled between the recreational oasis of Land Between the Lakes, and just an hour's drive to Nashville, TN, Hopkinsville has a little something to offer everyone.

With strong and supportive ties to its local military installation, Fort Campbell, 101st Airborne Division, Hopkinsville was Nationally Recognized as a Great American Defense Community. Adventure, history, and mystery await you around every corner as you explore Hopkinsville and Christian County, Kentucky. For a vibrant arts community, outdoor adventures galore, unique boutiques and one-of-a-kind restaurants – Hopkinsville has you covered!

## COMMUNITY AWARDS



### A Community Committed to Phenomenal Schools

Christian County, Kentucky offers a rare combination of beautiful farmland, an expanding industrial base, great neighborhoods, outstanding public, and private schools. Christian County Public Schools (CCPS) is one of the largest school districts in Western Kentucky and the second largest employer in the county with over 1,200 employees. The P-12 student population of nearly 8,300 students is reflective of the larger diverse Christian County community.

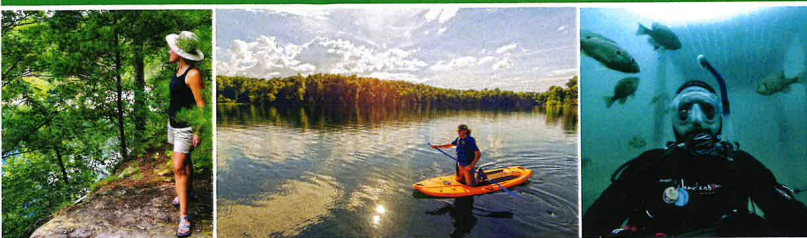


## ABOUT THE HOPKINSVILLE SOLID WASTE ENTERPRISE

The Hopkinsville Solid Waste Enterprise was created by Ordinance of the City of Hopkinsville in September 2006 to have the exclusive supervision, management and control of the business and affairs of the entire solid waste system, on behalf of the City. The Enterprise is governed by a five (5) member Board appointed by the Mayor, subject to the approval of the City Council. A City Council Member is one (1) of the five (5) Board members and serves a one (1) year term. Other Board Members serve four (4) year staggered terms.

The Enterprise is funded by its charges for services and does not receive appropriations from the City. The fiscal management and affairs of the Enterprise are audited annually. The annual audit report is filed with the City. The City is the permittee for the landfill and the Enterprise is the registered operator and agent for the City in its operation and management. The Enterprise has operated profitably and has been a success in providing dependable service to its customers, both residential and commercial, at competitive rates since it began operations in 2006.

## PARKS AND OUTDOORS: OVER 112 ACRES IN BOTH RECREATION COMPLEXES & COMMUNITY PARKS



## DOWNTOWN: RENEWED LOCAL DOWNTOWN REVITALIZATION EFFORTS RESULTING IN NEW BUSINESS OPENINGS

## HOUSING: (\$125K)



## ABOUT THE POSITION

The HSWE General Manager is responsible for all supervisory and administrative work in the collection and disposal of city refuse. The General Manager is responsible for the short- and long-term budgeting and purchasing of equipment and resources needed to effectively operate a Solid Waste operation. These duties require oversight of two separate divisions with a total of 54 full-time employees. The General Manager is responsible for ensuring the assigned personnel accomplish the collection, transport, and disposal of solid waste from residential, commercial, and industrial customers within the City of Hopkinsville. This position requires sound independent judgment and planning abilities to effectively employ personnel and equipment. This includes frequent contact and interaction with businesses and the general public. This interaction often requires the interpretation and enforcement of Solid Waste ordinances, federal laws, or statutes. The General Manager receives general supervision from the Solid Waste Enterprise Board. The General Manager is responsible for meeting established production standards without supervision.

The following are the major duties and responsibilities of the position:

- Plan, direct, and supervise the work of multiple solid waste collection crews, both residential and commercial, throughout the City of Hopkinsville.
- Assign and review work, evaluate performance, recommend, and administer discipline, and conduct training sessions.
- Prepare the annual proposed budget and justify and defend requirements to supervisors and council members.
- Interact with various agencies and department heads to coordinate services during public events or natural disasters.
- Responsible for the accountability of all funds received at the landfill.
- Interpret and fairly and consistently apply city policies to employees and customers.
- Actively participate in the recruitment and selection of employees.
- Establish collection routes and change them as required and assign crews and trucks to those routes.
- Contacts customers by telephone and in person when responding to customer complaints or requests for information about solid waste collection, scheduling special pickups, legal types of refuse, appropriate can size, and other related matters.
- Trains and instructs employees on safety and inspection responsibility and the care and maintenance of vehicles, equipment and tools assigned to the Department.
- Responsible for adhering to all Federal, State, and local laws, Statutes and ordinances to ensure compliance and the continued safe and efficient operation of the landfill.
- Must be available 24 hours.
- Must be diplomatic and courteous when dealing with employees, supervisors, contractors, or the general public regardless of the situation.
- Ability to carry out oral and written instructions with limited supervision.
- Shall perform other related work as required or directed



## THE IDEAL CANDIDATE

The ideal candidate will bring the highest level of integrity and unfailing accountability in building trust and confidence with all stakeholders. This will require consistently open and transparent communication; responsible stewardship of public resources; and a commitment to being a highly engaged, visible, accessible, and service oriented leader both for the Enterprise, and as a member of the Hopkinsville community. The ideal candidate will bring solid waste expertise and experience to both implement the Board's vision and directives and keep the Board well informed about successes, opportunities, and challenges. The ideal candidate will have a demonstrated ability to lead the Solid Waste Enterprise toward greater financial sustainability, service levels, compliance, and innovation.

## Challenges And Opportunities

- Enhance formal process, procedures, policies and identify software and technology to build greater efficiency, service levels, consistency and accountability.
- Evaluate the status of vehicles, equipment, current lease arrangements to develop a life cycle plan to sustainably maintain and replace critical assets.
- Increase participation in the residential and commercial recycling program to enhance long-term growth.
- Ensure landfill compliance and determine cost effective processes and sufficient reserve funding for broader compliance as well as closing out sections as needed.
- Identify opportunities to define service areas and customer expectations in areas like leaf and limb and large item pick-up, and construction dumpster/roll-off services.

## Minimum Qualifications

- Knowledge and command of establishing, managing, and monitoring budgets
- Bachelor's degree in business, management, or other related areas is required or a minimum of five (5) years direct experience in managing solid waste or public works organizations.
- An equivalent combination of education, training, or experience may be substituted.
- Ten (10) years of progressive levels of responsibility in the Solid Waste disposal career field or the equivalent training and experience which provides the required knowledge, skills, and abilities.
- Considerable knowledge of the statutes, ordinances and laws affecting the departments' work.
- Thorough knowledge of the methods and equipment used in the collection of solid waste.
- A Kentucky Certified Landfill Manager's Certificate is required.
- Must possess both a Landfill Manager and Operator certification.
- Must possess a valid Kentucky CDL Class "A" License.
- Must possess a valid driver's license.





### Preferred Knowledge, Skills, and Abilities

- Considerable knowledge of supervisory and management techniques and principles.
- Working knowledge of recruitment, selection, and training techniques.
- Ability to organize, direct, and evaluate the work of others.
- Computer experience using prescribed software and the use of a simple graphics program.
- Ability to use standard communication equipment such as telephones and wireless radios in a courteous and professional manner.
- Possess ability to communicate effectively both orally and in writing.
- Possess mechanical aptitude, manual dexterity, and good physical condition.
- Working knowledge of Business English, Spelling, and Arithmetic.
- Use a calculator to make mathematical calculations to verify accuracy.
- Possess considerable knowledge of the City street system.
- General knowledge of business operations through work experience or general business courses.
- Possess considerable knowledge of equipment and operations in the Solid Waste industry.



### COMPENSATION AND BENEFITS

The expected starting salary for this position depending on qualifications is in the range of **\$110,000 - \$135,000**.

Excellent benefits include health, dental, vision, & life insurance. 12 paid vacation days, 12 paid sick days, and 11 paid holidays per year.

### HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, a list of at least five job related references (with email and phone numbers), as well as salary history no later than **October 7, 2024**. Interviews are expected to be conducted in late October.

Questions please contact:

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**MERCER GROUP ASSOCIATES**

*The City of Hopkinsville is an Equal Opportunity Employer.*