

AGENDA
EXECUTIVE COMMITTEE MEETING
of the
WASTE REDUCTION DISTRICT of MONROE COUNTY
Conference Room 100B – 501 N. Morton St., Bloomington, Indiana

Meeting Connection via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZlODhiZjgtZTUwYi00N2JiLTk4YWVtMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

Meeting ID: 259 149 698 97; Passcode: 7XhBiX; Phone Call (audio only): +1 872-242-9432,,160387601#

Monday November 4, 2024 4:30 p.m.

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MINUTES

Executive Committee Meeting

of the

Waste Reduction District of Monroe County

Monday September 30, 2024 4:30 p.m.

North Showers Building Room 100B, 501 N. Morton St, Bloomington, Indiana 47404

Meeting Connection via Microsoft Teams

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWMTtMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

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[fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWMTtMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d)

Meeting ID: 259 149 698 97

Passcode: 7XhBiX

Members Present:

In Person: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary

Virtual: None

Members Absent: None

Staff Present:

In Person: Tom McGlasson Jr., Executive Director

Virtual: Cathy Martin, Controller

CAC Present:

In Person: Bill Goins, Member

Virtual: Joseph Wynia, Vice-Chairperson

Legal Counsel Present: None

McKim called the meeting order at 4:32 p.m.

Approval of Executive Committee Executive Session Minutes – September 4, 2024

Piedmont-Smith motioned to approve the meeting minutes; Githens seconded. Verbal vote was unanimous; motion passed.

Review of Board of Directors Meeting Minutes – September 12, 2024

Committee members discussed revisions previously provided to McGlasson.

SBOA Audit Update

Martin provided an update on the status of the current SBOA audit, and explained the difference between SBOA issuing a “management letter” and a “public comment” with regard to findings in an audit.

McGlasson stated he hoped to be contacted in the next few days to schedule the exit conference.

Staffing

McGlasson advised that the recently hired new Controller resigned today. He noted that committee members previously ranked the candidates and he is prepared to offer the next candidate tomorrow.

McKim expressed concern that the limited hours may be an issue and that we should consider making it a forty (40) hour position. Discussion ensued concerning scheduled hours for the Controller, the hourly rate for the position and the budgetary impact.

McKim suggested that it be proposed to the Board to increase the schedule for the position to thirty-five (35) hours per week for the remainder of the year.

McGlasson and committee members discussed the current hourly wage for the position, if an increase is needed, and if so, when such an increase should be granted.

Committee members asked that increasing the position to thirty-five (35) hours per week be on the agenda for the Board to consider.

McGlasson advised the committee that staff will be proposing some reorganization that will alter the duties of a current position and create a new position specific to the compliance department. He noted that Compliance department has been managing roughly sixty (60) open cases at any given time for the past year and a half, some of which have become more time consuming with additional legal involvement. Additionally, another employee has requested an additional increase above the seven percent (7%) included in next year's budget. Comparisons to similar City and County positions will be presented for consideration.

Back2Earth Program Update

Wynia stated Harmony School has requested to participate, and since it is not a multi-dwelling complex there were questions as to whether it would qualify and McGlasson was going to look into the legal aspects of allowing the schools participation. There are also questions regarding ending the current agreement and entering into a new agreement for the additional funding budgeted for 2025 to expand and continue the program.

Discussion ensued concerning the term of the initial agreement, allowing Harmony School to participate, potential modifications to the initial agreement, and the need for legal counsel and the City to approve of any modifications.

All Other Items Deemed Appropriate For Executive Committee Discussion

McGlasson advised that the current vendor for the services covered by the recently issued RFP contacted him to ask of the Board would consider amending the issued RFP to state that the Board will reject any and all bids if they do not put the District in a better financial position. He noted that the issued RFP does state that the District reserves the right to reject any and all bids. Committee members did not agree to have such an item on the Board meeting agenda.

McGlasson informed the committee that the District's used oil vendor has advised that the used oil tanks at the recycling centers have too much non-petroleum fluid in them and is not a product they can recycle. The District will have to pay \$1.40 per gallon for product that is not recyclable plus transportation costs. Staff will be posting signage at all sites and take other educational outreach steps in an effort to get customers to only put used oil in the tanks. Until the situation is corrected, the District will incur costs associated with used oil recycling that are not normally incurred.

McKim stated that the situation with lithium ion batteries is an issue that the District needs to research, as these batteries are becoming more prevalent. McGlasson stated that staff has been investigating this and will provide an update at the Board meeting.

McGlasson stated that Electronics Recycling International's Indianapolis location is pursuing a grant for a new solar panel recycling technology.

Meeting adjourned at 5:38 p.m.

Signed – Executive Committee Member
Meeting Minutes of September 30, 2024

Minutes

Waste Reduction District of Monroe County

Board of Directors

Thursday October 10, 2024 4:00 p.m.

Nat U. Hill Meeting Room, Monroe County Courthouse

Meeting Connection via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDVmZmZmNmEtZGQxZi00Njg4LThiZGYtNTc4NDk5MmlzOTE5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

Meeting ID: 241 991 848 721 Passcode: TnMCjx

Community Access Television Services (CATS) provide a public access recording of this meeting in its entirety that is free to view online at www.catstv.net

The following minutes reference the meeting packet for this date, including department reports and resolutions.

Members Present:

In Person: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary; Lee Jones, Director; Dan Swafford, Director

Virtually: Julie Thomas, Director

Members Absent: Kerry Thomson, Director

Staff Present:

In-Person: Tom McGlasson Jr, Executive Director; Theresa Goins, Controller in training

Virtually: Cathy Martin, Controller

Legal Counsel Present: None

CAC Present:

In Person: Joseph Wynia, Vice-Chairperson; Bill Goins, Member

Virtually: None

McKim called the meeting to order at 4:04 p.m., and announced that agenda item number 7 (#7), Resolution 2024-11 To Amend Service Agreement for Multi-Dwelling Complex Composting Pilot Program, is being pulled from the agenda, noting that we waiting on input from the City legal department.

Executive Committee Meeting Minutes – September 4, 2024

For information only. No comments or questions.

Board of Directors Meeting Minutes – September 12, 2024, 2024

Githens motioned to approve; Piedmont-Smith seconded. Roll call vote was five (5) ayes (McKim, Thomas, Piedmont-Smith, Githens, Jones) and one (1) abstention (Swafford); motion passed.

Controller Position

McGlasson stated that the Executive Committee has offered the Controller position to Miss Theresa Goins, and she started a week ago and has been training with Martin. Per the Board’s action at the August meeting, the hiring of Goins is being presented to the Board ratification. The Executive Committee also expressed an interest in increasing the scheduled hours from thirty (30) per week to thirty-five (35) per week. He noted that adequate funds are available in the Personnel Services category if the Board wishes to allow for those increased hours.

Githens motioned to ratify the appointment of Theresa Goins to the Controller position; Piedmont-Smith seconded. Roll call vote was unanimous; motion passed.

Githens motioned to increase the weekly hours for this position from thirty (30) to thirty-five (35); Swafford seconded. Githens noted that this was recommended by Martin. McKim stated it is already budgeted from thirty-five (35) hours per week in 2025. Roll call vote was unanimous; motioned passed.

Controller’s Report

a. Cash Flows

Martin provided updated cash flow balances as presented in the meeting packet.

b. Payroll and Claims

Martin presented payroll and claims for approval included in the meeting packet in the amount of \$166,614.83, and one (1) claim this week emailed to the Board on Wednesday in the amount of \$360.00. The total amount of payroll and claims submitted for approval is \$166,974.83.

Piedmont-Smith motioned to approve payroll and claims as presented; Githens seconded. No public comment. Roll call vote was unanimous; motion passed.

Board members and McGlasson thanked Martin for her service and wished her a happy retirement.

Back2Earth Composting Pilot Update

Wynia referred to the information included in the packet and advised the Board of interest expressed in the program by Harmony School, the need for the agreement to be amended to allow their participation, and that the City needs to agree to such an amendment. He summarized discussions he has had with McGlasson regarding entering the second phase of funding budgeted for 2025 and how best to transition from the current one phase to the next.

McGlasson stated that he has spoken with the City’s Sustainable and Economical department concerning Harmony School, and they are in favor of allowing them to participate but wanted their legal department to review the current agreement and proposed amendment. He explained the term of the current agreement and how it might be beneficial to terminate it early and enter into a new agreement in early 2025 for the funds budgeted in 2025.

Piedmont-Smith asked if at the December meeting Wynia could report for the currently participating sites on the amount of waste diverted and number of participating residents. Wynia confirmed, noting that such a report is included in the current agreement.

Githens stated Harmony School was discussed at the Executive Committee meeting and she is in favor of allowing them to participate.

CAC Report

Wynia apologized for the lack of a written report in the packet. He reported on CAC members attending the AISWMD conference in Bloomington and displayed identification badges for CAC members purchased with the supplies appropriation requested in the 2024 budget.

Department Reports

McGlasson referred to the written report included in the packet. He noted that the County Council public hearing for the budget was this past Tuesday, the SBOA audit was recently completed and the exit conference will be scheduled soon, and that the District is working the City of Bloomington and City of Bloomington Utilities (CBU) to acquire a small part of the parcel of land owned by CBU immediately West of the South Walnut Recycling Center.

Githens expressed concern that Comcast's subscribership has been decreasing and that the District should consider expanding to other internet providers in addition to Comcast.

McGlasson concurred.

Long highlighted from the written report in the packet, noting that the Materials for the Arts was recently featured on a local podcast. He reported on the issues being faced with regard to the collection and recycling of lithium ion batteries and staff's efforts to find options for the larger lithium ion batteries now present in the residential waste stream. He continued that the District is having issues with contamination of the used oil collected and that signage and education will be needed to correct the issue. At the Rural sites, staff is working hard to reduce the number of roll off box hauls needed for the materials collected.

Piedmont-Smith stated that Innerstates is the podcast that featured the Materials for the Arts and she was able to hear part of it and she is pleased for the interest in the program and feels it is great publicity.

Discussion ensued regarding lithium ion batteries and used oil contamination.

Paulsen updated from the written report in the packet that IDEM has accepted the May groundwater report and agreed with the recommendations of our new statistician company, Atlas, which will include removing eight (8) parameters from our short list events, although they will still be included in the long list events. Staff is working to eradicate vegetation from the leachate holding pond.

Public Comment

None.

Comments from Directors

Githens reminded the public that the Hoosier Hills Food Bank book sale starts a week from today, this is a great way the community supports reducing, recycling and reusing different items.

Piedmont-Smith welcomed new Controller Theresa Goins, and thanked Martin for her excellent service.

McKim adjourned the meeting at 3:44 p.m.

Signed – Board Member

BOD Meeting Minutes of October 10, 2024

Minutes

Waste Reduction District of Monroe County

Request for Proposal Opening

Request for Proposal for Recycling Processing, MSW Disposal, and Material Hauling Services

Thursday October 31, 2024 2:00 p.m.

North Showers Building Room 100B, 501 N. Morton St, Bloomington, Indiana 47404

Meeting Connection via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWlxNWFIMDktYjczMS00YTJkLWJjOWUtMjk0YjM3YjJhZjUw%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

Meeting ID: 217 603 651 229 Passcode: tPRTYo

Staff Present:

In-Person: Tom McGlasson Jr, Executive Director; Joey Long, Operations Director

Virtually: None

Board of Directors Members Present:

In Person: Penny Githens, Secretary

Virtually: None

Legal Counsel Present: None

McGlasson called the meeting to order at 2:03 p.m.

Opening of Responses to Request for Proposal for Recycling Processing, MSW Disposal, and Material Hauling Services

McGlasson announced two (2) responses were received; the first from Republic Services of Indiana, dba Hoosier Disposal and Recycling, and the second from Rumpke Waste and Recycling. He opened the responses in the order they were received.

At the request of a representative of Rumpke Waste and Recycling, McGlasson announced that the Republic Services of Indiana response was to continue the terms of the existing agreement and he announced the pricing terms of the agreement. He read the pricing terms including in the Rumpke Waste and Recycling response. He noted that an alternative proposal was included that required that Rumpke service all District locations and read the pricing terms of the alternative proposal.

McGlasson adjourned the meeting at 2:14 p.m.



Tom McGlasson Jr., RFP Opening Meeting Minutes of October 31, 2024



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MEMORANDUM

TO: WRDMC Board of Directors
DATE: November 1, 2024
FROM: Tom McGlasson Jr., Executive Director
SUBJECT: Resolution 2024-11 To Amend Service Agreement for Multi-Dwelling Complex Composting Pilot Program

The City's Economic and Sustainable Development department reported on 10/30/24 that they still had not received any response from the City's legal department concerning this proposed amendment. Asking that the committee approve this resolution being on the Board meeting agenda pending the City's approval.

Resolution 2024 – 11

Waste Reduction District of Monroe County

To Amend Service Agreement for Multi-Dwelling Complex Composting Pilot Program

WHEREAS, the Waste Reduction District of Monroe County (District) is a political subdivision and a solid waste management district under IC 13-21-3; and

WHEREAS, IC 13-21-3-12(a)(6) grants solid waste management districts the power to enter into contracts or agreements regarding the management of solid waste; and

WHEREAS, the District has previously entered into a service agreement with 1 Sustainable Joe for a Multi-Dwelling Complex Composting Pilot Program, via Resolution 2023-06 adopted on May 11, 2023; and

WHEREAS, the District and 1 Sustainable Joe desire to amend the agreement to allow Harmony School, located in Monroe County, Indiana to participate in this program.

NOW, THEREFORE, the Waste Reduction District of Monroe County Board of Directors hereby resolves and approves that the attached document entitled *Amendment 1 Multi-Dwelling Complex Composting Pilot Program Service Agreement Amendment 1* be duly executed by the Board Chairperson or their designee.

Resolution 2024 – 11

Waste Reduction District of Monroe County
To Amend Service Agreement for Multi-Dwelling Complex Composting Pilot Program

So voted on this 14th day of November, 2024 by the Board of Directors of the Waste Reduction District of Monroe County.

AYE

NAY

Geoff McKim, Chairperson

Geoff McKim, Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Penny Githens, Secretary

Penny Githens, Secretary

Julie Thomas, Director

Julie Thomas, Director

Kerry Thomson, Director

Kerry Thomson, Director

Lee Jones, Director

Lee Jones, Director

Dan Swafford, Director

Dan Swafford, Director

Attest: _____
Tom McGlasson Jr., Executive Director

Resolution 2024 – 11

Waste Reduction District of Monroe County
To Amend Service Agreement for Multi-Dwelling Complex Composting Pilot Program

Amendment 1 Multi-Dwelling Complex Composting Pilot Program Service Agreement

This amendment to the Multi-Dwelling Complex Composting Pilot Program entered into by and between the Monroe County Solid Waste Management District (now named Waste Reduction District of Monroe County) and 1 Sustainable Joe on May 11, 2023, modifies Section 1. Services to add Section 1.2 as follows:

1. **Services.** The Service Provider shall perform the services listed in Section 1 (“Services”)
 - 1.1. Design and implement an on-site multi-dwelling complex composting program to pilot with up to six (6) sites in Monroe County, Indiana, as set forth in Schedule [A] attached hereto.
 - 1.2. Design and implement an on-site composting pilot program at Harmony School, located at 909 East 2nd Street, Bloomington, Indiana in Monroe County, Indiana.

All other sections, conditions and requirements of the agreement remain unchanged and in full force and effect on both parties.

Service Provider

NAME: Joseph Wynia

TITLE: Proprietor

SIGNATURE: _____

DATE: _____

Customer

NAME: Geoff McKim

TITLE: Chairperson, Board of Directors

SIGNATURE: _____

DATE: _____

ATTESTED:

NAME: Tom McGlasson Jr.

TITLE: Executive Director

SIGNATURE: _____

DATE: _____

Amendment 1 – Multi-Dwelling Complex Composting Pilot Program Service Agreement



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MEMORANDUM

TO: WRDMC Executive Committee
DATE: 11/1/2024
FROM: Tom McGlasson Jr.
SUBJECT: Resolution 2024-12 To Establish the 2025 District Holiday Schedule

Resolution 2024-12 contains the 2025 proposed holiday schedule for all District locations. The selected holidays to be observed are based on the 2025 established holidays for Monroe County employees identified in Monroe County Resolution 2024-34 adopted by the Board of Commissioners on 9/25/24. The lone difference being that Monroe County will be observing the “Day After Christmas” (12/26/25) as a holiday, while the District is not proposed to observe this day.

As is the case annually, due to the differing scheduled of the District’s Administration Office, South Walnut facility, and the Rural Recycling Centers; three (3) different holiday schedules are proposed. This results in employees of the South Walnut facility and Rural Recycling Centers being granted a varying number of floating holidays in order to provide a comparable number of paid holiday hours to those of the Administration Office employees.

Additionally for 2025, due to there not being any local elections scheduled, the Administration Office employees are being granted one (1) floating holiday.

Attached to this memo is a chart showing how the proposed holidays and floating holidays apply to District employees based on their work scheduled, and the floating holidays to be awarded to equalize the number of paid holiday hours for the year.

WASTE REDUCTION DISTRICT OF MONROE COUNTY

District Holiday Schedule Comparison

For Calendar Year: 2025

Dept	Admin	South Walnut				Sites		
		Facility Total	Recycling & Reuse Coordinator	Rotation 1	Rotation 2	Facility Total	Mon & Wed	Fri & Sat
Scheduled Hours/Day	8	10	10	10	10	11.5	11.5	11.5
Scheduled Days/Wk	5	5	4	4	4	4	2	2
Scheduled Hours/Year	2080	2600	2080	2080	2080	2392	1196	1196
% Hours Relative to Admin	100.0%	125.0%	100.0%	100.0%	100.0%	115.0%	57.5%	57.5%
Scheduled Days/Yr	260	260	208	208	208	208	104	104
% Days Relative to Admin	100.0%	100.0%	80.0%	80.0%	80.0%	80.0%	40.0%	40.0%
# of Holidays	13	10	10	9	10	9	6	3
# of Floating Holidays	1	--	1	2	1	--	3	6
Holidays / Work Day	5.0%	3.8%	5.3%	5.3%	5.3%	4.3%	8.7%	8.7%
% Days Relative to Admin	100.0%	76.9%	84.6%	84.6%	84.6%	69.2%	69.2%	69.2%
Paid Holiday Hours (PHH)	104	100	110	110	110	103.5	103.5	103.5
% Hours Relative to Admin	100.0%	96.2%	105.8%	105.8%	105.8%	99.5%	99.5%	99.5%

South Walnut Staffing Rotations:

Rotation 1

Truck Driver (A)
Material Handler I
HazMat Tech II

Rotation 2

Truck Driver (B)
Material Handler II
HazMat Tech I

RESOLUTION 2024 – 12

Waste Reduction District of Monroe County To Establish the 2025 District Holiday Schedule

WHEREAS, it is necessary and desirable to establish holiday schedules for the employees of the Waste Reduction District of Monroe County; and

WHEREAS, due to the nature of operations and various duties of the employees of the Waste Reduction District of Monroe County, holiday schedules shall be established by facility to best serve the interests of the citizens of Monroe County, Indiana; and

WHEREAS, due to the varying operating schedules of the District facilities, not all facilities observe all holidays, and some holidays are observed either the day before or the day after the actual holiday date; and

WHEREAS, due to the varying operating schedules of the District facilities resulting in varying work schedules and hours worked per day for employees, and the Board’s desire for employees to receive an equitable amount of paid holiday time off, some employees are granted “floating holidays” to be scheduled with their supervisor.

NOW THEREFORE, the Board of Directors of the Waste Reduction District of Monroe County, hereby resolves and adopts 2025 holiday schedules for District facilities as follows:

The Administration Office will be **CLOSED** in observance of the following holidays unless otherwise noticed:

Wednesday, January 1, 2025	NEW YEAR’S DAY
Monday, January 20, 2025	MARTIN LUTHER KING JR DAY
Friday April 18, 2025	SPRING HOLIDAY
Monday, May 26, 2025	MEMORIAL DAY
Thursday, June 19, 2025	JUNETEENTH
Friday, July 4, 2025	INDEPENDENCE DAY
Monday, September 1, 2025	LABOR DAY
Tuesday, November 11, 2025	VETERAN'S DAY
Thursday, November 27, 2025	THANKSGIVING DAY
Friday, November 28, 2025	DAY AFTER THANKSGIVING
Wednesday, December 24, 2025	CHRISTMAS EVE
Thursday, December 25, 2025	CHRISTMAS DAY
Wednesday, December 31, 2025	NEW YEAR’S EVE

Additionally, *Administration Office* employees will be provided one (1) floating holiday, to be scheduled with their supervisor, and which must be used during the calendar year 2025.

RESOLUTION 2024 – 12

Waste Reduction District of Monroe County To Establish the 2025 District Holiday Schedule

The South Walnut Recycling Center and Hazardous Materials Facility will be **CLOSED** in observance of the following holidays unless otherwise noticed:

Wednesday, January 1, 2025	NEW YEAR’S DAY
Friday, April 18, 2025	SPRING HOLIDAY
Thursday, June 19, 2025	JUNETEENTH
Friday, July 4, 2025	INDEPENDENCE DAY
Tuesday, November 11, 2025	VETERAN’S DAY
Thursday, November 27, 2025	THANKSGIVING DAY
Friday, November 28, 2025	DAY AFTER THANKSGIVING
Wednesday, December 24, 2025	CHRISTMAS EVE
Thursday, December 25, 2025	CHRISTMAS DAY
Wednesday, December 31, 2025	NEW YEAR’S EVE

Additionally, employees of the *South Walnut Recycling Center and Hazardous Materials Facility* are provided floating holidays, to be scheduled with their supervisor, and which must be used during the calendar year 2025, as indicated below:

1 FLOATING HOLIDAY	Recycling & Reuse Coordinator Truck Driver (B) Material Handler I HazMat Tech I
2 FLOATING HOLIDAYS	Truck Driver (A) Material Handler II HazMat Tech II

The Rural Recycling Centers will be **CLOSED** in observance of the following holidays unless otherwise noticed:

Wednesday, January 1, 2025	NEW YEAR’S DAY
Monday, January 20, 2025	MARTIN LUTHER KING JR DAY
Friday, April 18, 2025	SPRING HOLIDAY
Monday, May 26, 2025	MEMORIAL DAY
Friday, July 4, 2025	INDEPENDENCE DAY
Monday, September 1, 2025	LABOR DAY
Friday, November 28, 2025	DAY AFTER THANKSGIVING
Wednesday, December 24, 2025	CHRISTMAS DAY
Wednesday, December 31, 2025	NEW YEAR’S EVE

Additionally, *Rural Recycling Center* employees are provided floating holidays, to be scheduled with their supervisor, and which must be used during the calendar year 2025, as indicated below:

3 FLOATING HOLIDAYS	Site Operators Scheduled on Monday & Wednesday
6 FLOATING HOLIDAYS	Site Operators Scheduled on Friday & Saturday

RESOLUTION 2024 – 12

Waste Reduction District of Monroe County To Establish the 2025 District Holiday Schedule

So voted on, this 14th day of November, 2024 by the Board of Directors of the Waste Reduction District of Monroe County.

AYE

NAY

Geoff McKim, Chairperson

Geoff McKim, Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Penny Githens, Secretary

Penny Githens, Secretary

Julie Thomas, Director

Julie Thomas, Director

Kerry Thomson, Director

Kerry Thomson, Director

Lee Jones, Director

Lee Jones, Director

Dan Swafford, Director

Dan Swafford, Director

Attest:

Tom McGlasson Jr., Executive Director



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MEMORANDUM

TO: WRDMC Executive Committee
DATE: 11/1/2024
FROM: Tom McGlasson Jr.
SUBJECT: Staffing

As mentioned at the last meeting, staff is proposing some staffing changes which it believes will increase the efficiency of District operations. The proposed changes will result in:

- Restructuring the *Compliance, Household Hazardous Waste, and Landfill Laborer* position and re-titling this position *Facilities Supervisor* (job description attached). This position will be responsible for maintaining the four (4) Rural Recycling Centers and the South Walnut Recycling and HHW facility, and will assume many duties and responsibilities currently handled by the Operations Director and Executive Director.

This position is proposed as a salaried position in order to allow for the performance of duties on Saturdays, when necessary, so that Compensatory Time will be accrued instead of paying overtime.

- The creation of a new position, *Environmental Compliance Officer* (job description attached). This position will be dedicated to the Compliance department, but also provide assistance at the Landfill as needed. This will lessen the burden on the Environmental Compliance Inspector, who regularly has fifty (50) to sixty (60) open cases at any given time. The majority of the open cases are private property cases which are time consuming, and sometimes result in legal proceedings which require additional time to work with District legal counsel to prepare case files, attend and testify at court hearings, and coordinating with property owners and contractors to execute any actions required by a court order.

In addition to the ongoing open cases, the compliance department also averages in excess of twenty (20) new complaints each month.

Additionally, the Community Outreach Coordinator, Elisa Pokral, has asked for a salary increase in addition to the seven percent (7%) cost of living increase provided to all employees. She was asked to provide wage information and job descriptions for positions with the City and the County which she felt had duties comparable to those of the District's Community Outreach Coordinator. Unfortunately, she was not able to compile the requested information until late July, at which point the 2025 budget proposal was already finalized for presentation to the Board. It is being requested that the Board consider this request with Resolution 2024-13 Ordinance for Fixing Salaries For Calendar Year 2025. Included for your review and consideration is a comparison sheet showing wage information and duties outlined in the job

descriptions provided by Ms. Pokral.

Included with this memo is a sheet showing the budget impact of the above proposed changes, however, the impact of any proposed increase for the Community Outreach Coordinator cannot be determined until a salary amount is identified for the position. This can be quickly calculated at the meeting during review and discussion of the comparison with the information for the City and County positions provided.

Regarding the budget impact of these proposals, we recently received our health insurance renewal quote and it was lower than expected. I would anticipate that, barring increases in enrollment, excess health insurance appropriations would be sufficient to cover any increases.

Monroe County Solid Waste Management District

Job Description

January 2025

Job Title: Facilities Supervisor

Department: Recycling (04)

Work Location: South Walnut Recycling

Reports To: Operations Director

Full-Time
 Part-Time

Exempt
 Non-Exempt

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. Monroe County Solid Waste Management District provides reasonable accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

PURPOSE OF THE POSITION

The Facilities Supervisor is responsible for maintenance and upkeep of all District facilities, vehicles and equipment, management of the District's Orange Bag program, assisting with recycling centers operations, and assisting with the Green Business Network. Responsibilities and tasks will include, but are not limited to: implementation of standard operating procedures for efficient operation of the South Walnut and Rural Recycling Centers; insuring maintenance and upkeep of the South Walnut and Rural Recycling Centers; fleet maintenance and recordkeeping; implementing safety policies and procedures, and maintain first aid supply and PPE inventory, at all facilities; maintain Orange Bag inventory; and take monthly Orange Bag orders from retailers. This position reports to the Operations Director

RESPONSIBILITIES

1. General Tasks

- Ensure South Walnut Recycling, Household Hazardous Waste, and Rural Recycling Centers facilities are clean and orderly; including parking lots and landscaped areas
- Ensure the South Walnut, Household Hazardous Waste, and Rural Recycling Centers facilities are maintained and in proper working condition. Manage, schedule and track all preventative, routine, and as needed maintenance and repairs
- Perform general maintenance at the South Walnut, Household Hazardous Waste, and Rural Recycling Centers facilities
- Manage, schedule and track all preventative, routine, and as needed maintenance for all equipment and vehicles included in the District fleet
- Maintain first aid cabinets and PPE supply inventory at all District facilities
- Contact retailers for monthly Orange Bag orders
- Maintain inventory of Orange Bags
- Assist with Green Business Network as needed
- Act as Truck Driver as needed
- Assist with unloading trucks as needed
- Assist with collection, processing and packaging of Household Hazardous Waste as needed
- Respond to customer questions in person and on the phone

2. Technical Tasks

- Operate Powered Industrial Trucks (PITs) including forklift, skid steer loader, snow plow, and electric pallet jack
- Perform monthly inspections of all fire extinguishers located at all District facilities and in all District vehicles and equipment
- Oversee vehicle and equipment operations and ensure safety and proper care
- Work with Conditionally Exempt Small Quantity Generators (CESQG)
- Operator compactors, balers and lawn maintenance equipment as needed.

3. Other Responsibilities

- Responsible for District vehicle, camera, equipment and tools
- Comply with established safety guidelines at all times
- Maintain compliance with all District policies and procedures
- Perform other duties as assigned

4. Supervisory Responsibilities

- Provide leadership to, and oversight of, employees at the South Walnut Recycling, Household Hazardous Waste, and Rural Recycling Centers facilities

EDUCATION, KNOWLEDGE, SKILLS AND/OR WORK EXPERIENCE REQUIREMENTS

The Compliance, Household Hazardous Waste, and Landfill Laborer is required to have:

- High school diploma or GED
- Valid Driver's License with For Hire endorsement
- The ability to communicate and interact effectively with the public, co-workers, and residents in a professional and courteous manner
- Working knowledge of Microsoft Office
- Possession of, or ability to obtain, 8-hour HAZWOPER certification
- Good time management skills

PHYSICAL REQUIREMENTS

The Facilities Supervisor performs duties in both indoor and outdoor environments, and in varying weather conditions. Job duties may result in exposure to vehicular traffic, traversing difficult terrain, exposure to physical hazards associated with working outdoors, potential exposure to household hazardous wastes and unknown hazards/substances. Potential confrontation with difficult and/or threatening people. Regular lifting up to fifty (50) pounds and occasional lifting greater than fifty (50) pounds.

OTHER REQUIREMENTS

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards
- Must be able to talk, listen and speak clearly on telephone and in person
- Operate all equipment in a safe and appropriate manner
- Effectively communicate with customers to provide excellent customer service
- Annual physical exam

ACKNOWLEDGMENT

The District has developed the job description to provide general guidelines to assist you in becoming familiar with obligations of your employment. It is not a complete list of responsibilities and is subject to change at any time. In the event this job description is modified, employee shall be provided a written copy of the revised job description, which will require employee's signature. This is not to give rise to contractual rights or obligations, express or implied or to be construed as a guarantee of employment. This is not a contract of employment. Additionally with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the District at any time, without advance notice. By your signature below, you acknowledge that you have read and understand this job description and agree to perform the duties, responsibilities and tasks set forth. Failure or refusal to sign and return a copy of this job description with an original signature to the Executive Director, or their designee, prior to the designated start date and time may be considered a declination of the position.

The District is an Equal Opportunity Employer

Print Employee Name:

Employee Signature:

Date:

Monroe County Solid Waste Management District Job Description

~~November 2022~~ January 2025

Job Title: ~~Compliance, Household Hazardous Waste, and Landfill Laborer~~ Facilities Supervisor

Department: ~~Landfill (02), Household Hazardous Waste (05) and Compliance (08)~~ Recycling (04)

Work Location: ~~Administration and Hazardous Materials Facility~~ South Walnut Recycling

Reports To: ~~Environmental Compliance and Landfill Director,~~ and Operations Director

Full-Time
 Part-Time

Exempt
 Non-Exempt

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. Monroe County Solid Waste Management District provides reasonable accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

PURPOSE OF THE POSITION

The ~~Compliance, Household Hazardous Waste, and Landfill Laborer~~ Facilities Supervisor is responsible for maintenance and upkeep of all District facilities, vehicles and equipment, management of the District's Orange Bag program, assisting with recycling centers operations, and assisting with the Green Business Network providing assistance and support to the Landfill, Household Hazardous Waste (HHW), and Compliance departments. Responsibilities and tasks will include, but are not limited to: implementation of standard operating procedures for efficient operation of the South Walnut and Rural Recycling Centers; insuring maintenance and upkeep of the South Walnut and Rural Recycling Centers; fleet maintenance and recordkeeping; implementing safety policies and procedures, and maintain first aid supply and PPE inventory, at all facilities; maintain Orange Bag inventory; and take monthly Orange Bag orders from retailers general maintenance and repair; separating and sorting HHW materials received, and preparing for shipment; illegal dump and roadside litter remediation; assist with water sample collection; and assist with environmental compliance investigations;. This position reports to the ~~Environmental Compliance and Landfill Director,~~ and Operations Director

RESPONSIBILITIES

1. General Tasks

- Assist with investigations of, and remediate and document, illegal roadside dumping and littering
- Assist with investigations of solid waste violations on private property
- Participates in court ordered, IDEM and community clean-ups. Provides prior notification to affected citizens and during clean-up provides education and support for separation of materials and material handling
- Keeps all adjacent roads to the landfill, rural recycling centers and central station clean and free of litter and debris and documents clean-ups
- Assists with management of Adopt-A-Road program; including scheduling participant cleanups, maintaining and distributing equipment, collection and disposal/recycling of waste and recycling
- Assist with landfill monitoring and maintenance as needed
- Assist HHW customers with off-loading materials as needed.
- Identify and arrange for proper re-use/recycling/disposal of household hazardous waste
- Accept, collect, and segregate HHW materials
- Assist with preparing packaging HHW materials for shipment

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EC, HHW & LF Laborer Facilities Supervisor
Job Description

- Respond to customer questions in person and on the phone
- Ensure South Walnut Recycling, Household Hazardous Waste, and Rural Recycling Centers facilities is are clean and orderly; including parking lots and landscaped areas
- Ensure the South Walnut, Household Hazardous Waste, and Rural Recycling Centers facilities are maintained and in proper working condition. Manage, schedule and track all preventative, routine, and as needed maintenance and repairs.
- Perform general maintenance at the South Walnut, Household Hazardous Waste, and Rural Recycling Centers facilities
- Manage, schedule and track all preventative, routine, and as needed maintenance for all equipment and vehicles included in the District fleet
- Maintain first aid cabinets and PPE supply inventory at all District facilities
- Contact retailers for monthly Orange Bag orders
- Maintain inventory of Orange Bags
- Assist with Green Business Network as needed
- Act as Truck Driver as needed
- Assist with unloading trucks as needed
- Assist with collection, processing and packaging of Household Hazardous Waste as needed
- Respond to customer questions in person and on the phone

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2. Technical Tasks

- Operation of vehicle mounted winch and lift gate Operate Powered Industrial Trucks (PITs) including forklift, skid steer loader, snow plow, and electric pallet jack
- Perform preventative maintenance and troubleshoot problems on a variety of water pumps, motors and generators Perform monthly inspections of all fire extinguishers located at all District facilities and in all District vehicles and equipment
- Oversee vehicle and equipment operations and ensure safety and proper care
- Work with Conditionally Exempt Small Quantity Generators (CESQG)
- Operator compactors, balers and lawn maintenance equipment as needed.

3. Other Responsibilities

- Responsible for District vehicle, camera, equipment and tools
- Comply with established safety guidelines at all times
- Maintain compliance with all ~~company~~District policies and procedures
- Perform other duties as assigned

4. Supervisory Responsibilities

- ~~None~~Provide leadership to, and oversight of, employees at the South Walnut Recycling, Household Hazardous Waste, and Rural Recycling Centers facilities

EDUCATION, KNOWLEDGE, SKILLS AND/OR WORK EXPERIENCE REQUIREMENTS

The Compliance, Household Hazardous Waste, and Landfill Laborer is required to have:

- High school diploma or GED
- Valid Driver's License with For Hire endorsement
- The ability to communicate and interact effectively with the public, co-workers, and residents in a professional and courteous manner
- Working knowledge of Microsoft Office Word, Excel, Access and Outlook
- Possession of, or ability to obtain, 8-hour HAZWOPER certification
- Good time management skills

PHYSICAL REQUIREMENTS

The ~~Compliance, Household Hazardous Waste, and Landfill Laborer~~ Facilities Supervisor performs duties in both indoor and outdoor environments, and in varying weather conditions. Job duties may result in exposure to vehicular traffic, traversing difficult terrain, exposure to physical hazards associated with working outdoors, potential exposure to household hazardous wastes and unknown hazards/substances. ~~Occasionally required to enter rivers, streams and ponds to retrieve materials.~~ Potential confrontation with difficult and/or threatening people. ~~Potential exposure to health and safety hazards associated with landfills.~~ Regular lifting up to fifty (50) pounds and occasional lifting greater than fifty (50) pounds.

OTHER REQUIREMENTS

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards
- Must be able to talk, listen and speak clearly on telephone and in person
- Operate all equipment in a safe and appropriate manner
- Effectively communicate with customers to provide excellent customer service
- Annual physical exam

ACKNOWLEDGMENT

The District has developed the job description to provide general guidelines to assist you in becoming familiar with obligations of your employment. It is not a complete list of responsibilities and is subject to change at any time. In the event this job description is modified, employee shall be provided a written copy of the revised job description, which will require employee's signature. This is not to give rise to contractual rights or obligations, express or implied or to be construed as a guarantee of employment. This is not a contract of employment. Additionally with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the District at any time, without advance notice. By your signature below, you acknowledge that you have read and understand this job description and agree to perform the duties, responsibilities and tasks set forth. Failure or refusal to sign and return a copy of this job description with an original signature to the Executive Director, or their designee, prior to the designated start date and time may be considered a declination of the position.

The District is an Equal Opportunity Employer

Print Employee Name:

Employee Signature:

Date:

Monroe County Solid Waste Management District

Job Description

January 2025

Job Title: Environmental Compliance Officer

Department: Compliance (08)

Work Location: Administration

Reports To: Environmental Compliance and Landfill Director

Full-Time

Part-Time

Exempt

Non-Exempt

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. Monroe County Solid Waste Management District provides reasonable accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

PURPOSE OF THE POSITION

The Environmental Compliance Officer is responsible for investigating, remediating and documenting illegal disposal of solid waste in Monroe County. This position also provides support for landfill monitoring and maintenance activities. This position works closely with, and under the general supervision of, the Environmental Compliance Inspector and Landfill Assistant and reports to the Environmental Compliance and Landfill Director.

RESPONSIBILITIES

1. General Tasks

- Investigates, remediates and documents illegal roadside dumping and littering
- Investigations and documents solid waste violations on private property
- Writes and delivers citations for ordinance violations of Chapter 360 of the Monroe County Code
- Testify during court proceedings as necessary
- Provides education on proper sorting of materials and material handling to promote waste diversion and identification of, and proper recycling/disposal for, household hazardous waste
- Keeps all adjacent roads to the landfill, rural recycling centers and central station clean and free of litter and debris and documents clean-ups
- Assists with management of Adopt-A-Road program; including scheduling participant cleanups, maintaining and distributing equipment, collection and disposal/recycling of waste and recycling
- Assist with landfill monitoring and maintenance as needed

2. Technical Tasks

- Operation of vehicle mounted winch and lift gate
- Operation and preventative maintenance of gas and electric powered water pumps and motors
- Operation and preventative maintenance of diesel powered generators

3. Other Responsibilities

- Responsible for District vehicle, camera, equipment and tools
- Comply with established safety guidelines at all times
- Maintain compliance with all company policies and procedures
- Perform other duties as assigned

4. Supervisory Responsibilities

- None

EDUCATION, KNOWLEDGE, SKILLS AND/OR WORK EXPERIENCE REQUIREMENTS

The Environmental Compliance Officer required to have:

- High school diploma or GED
- Valid Driver's License
- Ability to obtain knowledge and understanding of applicable Federal, State and local laws and regulations regarding solid waste management and disposal
- Working knowledge of Microsoft Office
- Possession of, or ability to obtain, 24-hour HAZWOPER certification
- Good time management skills
- Ability to establish and maintain cooperative relationships with other State and local government agencies
- Strong written and oral communication skills

PHYSICAL REQUIREMENTS

The Environmental Compliance Officer performs a majority of duties outdoors in varying weather conditions. Job duties may result in exposure to vehicular traffic, traversing difficult terrain, exposure to physical hazards associated with working outdoors, potential exposure to household hazardous waste and unknown hazards/substances. Occasionally required to enter rivers, streams and ponds to retrieve materials. Potential confrontation with difficult and/or threatening people. Potential exposure to health and safety hazards associated with landfills. Regular lifting up to fifty (50) pounds and occasional lifting greater than fifty (50) pounds.

OTHER REQUIREMENTS

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards
- Must be able to talk, listen and speak clearly on telephone and in person
- Operate all equipment in a safe and appropriate manner
- Effectively communicate with customers to provide excellent customer service
- Annual physical exam

ACKNOWLEDGMENT

The District has developed the job description to provide general guidelines to assist you in becoming familiar with obligations of your employment. It is not a complete list of responsibilities and is subject to change at any time. In the event this job description is modified, employee shall be provided a written copy of the revised job description, which will require employee's signature. This is not to give rise to contractual rights or obligations, express or implied or to be construed as a guarantee of employment. This is not a contract of employment. Additionally with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the District at any time, without advance notice. By your signature below, you acknowledge that you have read and understand this job description and agree to perform the duties, responsibilities and tasks set forth. Failure or refusal to sign and return a copy of this job description with an original signature to the Executive Director, or their designee, prior to the designated start date and time may be considered a declination of the position.

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Print Employee Name:

Employee Signature:

Date:

Monroe County Solid Waste Management District
Job Description
~~November 2022~~January 2025

Job Title: ~~Environmental Compliance Officer, Household Hazardous Waste, and Landfill Laborer~~

Department: ~~Landfill (02), Household Hazardous Waste (05) and~~ Compliance (08)

Work Location: ~~Administration and Hazardous Materials Facility~~

Reports To: ~~Environmental Compliance and Landfill Director, and Operations Director~~

<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt

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. Monroe County Solid Waste Management District provides reasonable accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

PURPOSE OF THE POSITION

The ~~Environmental Compliance Officer, Household Hazardous Waste, and Landfill Laborer~~ is responsible for ~~investigating, remediating and documenting illegal disposal of solid waste in Monroe County~~ providing assistance and support to the ~~Landfill, Household Hazardous Waste (HHW), and Compliance departments. This position also provides support for landfill monitoring and maintenance activities. This position works closely with, and under the general supervision of, the Environmental Compliance Inspector and Landfill Assistant and~~ Responsibilities and tasks will include, but are not limited to: ~~general maintenance and repair; separating and sorting HHW materials received, and preparing for shipment; illegal dump and roadside litter remediation; assist with water sample collection; and assist with environmental compliance investigations; This position reports to the Environmental Compliance and Landfill Director, and Operations Director.~~

RESPONSIBILITIES

1. **General Tasks**
 - ~~Assist with investigations of, and remediate and documents, illegal roadside dumping and littering~~
 - ~~Assist with investigations and documents of solid waste violations on private property~~
 - ~~Writes and delivers citations for ordinance violations of Chapter 360 of the Monroe County Code~~
 - ~~Testify during court proceedings as necessary~~
 - ~~Participates in court ordered, IDEM and community clean-ups. Provides prior notification to affected citizens and during clean-up provides education on proper sorting and support for separation of materials and material handling to promote waste diversion and identification of, and proper recycling/disposal for, household hazardous waste~~
 - Keeps all adjacent roads to the landfill, rural recycling centers and central station clean and free of litter and debris and documents clean-ups
 - Assists with management of Adopt-A-Road program; including scheduling participant cleanups, maintaining and distributing equipment, collection and disposal/recycling of waste and recycling
 - Assist with landfill monitoring and maintenance as needed
 - ~~Assist HHW customers with off-loading materials as needed.~~
 - ~~Identify and arrange for proper re-use/recycling/disposal of household hazardous waste~~
 - ~~Accept, collect, and segregate HHW materials~~
 - ~~Assist with preparing packaging HHW materials for shipment~~

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- Respond to customer questions in person and on the phone
 - Ensure South Walnut facility is clean and orderly; including parking lots and landscaped areas
- 2. Technical Tasks**
- Operation of vehicle mounted winch and lift gate
 - ~~Operation and Perform~~ preventative maintenance of gas and electric powered and troubleshoot problems on a variety of water pumps, and motors and
 - Operation and preventative maintenance of diesel powered generators
 - ~~Work with Conditionally Exempt Small Quantity Generators (CESQG)~~
 - ~~Operator compactors, balers and lawn maintenance equipment as needed.~~
- 3. Other Responsibilities**
- Responsible for District vehicle, camera, equipment and tools
 - Comply with established safety guidelines at all times
 - Maintain compliance with all company policies and procedures
 - Perform other duties as assigned
- 4. Supervisory Responsibilities**
- None

EDUCATION, KNOWLEDGE, SKILLS AND/OR WORK EXPERIENCE REQUIREMENTS

The ~~Environmental Compliance Officer, Household Hazardous Waste, and Landfill Laborer~~ is required to have:

- High school diploma or GED
- Valid Driver's License
- ~~The a~~Ability to obtain knowledge and understanding of applicable Federal, State and local laws and regulations regarding solid waste management and disposal~~communicate and interact effectively with the public, co-workers, and residents in a professional and courteous manner~~
- Working knowledge of Microsoft ~~Office~~Word, Excel, Access and Outlook
- Possession of, or ability to obtain, 248-hour HAZWOPER certification
- ~~Good time management skills~~
- Ability to establish and maintain cooperative relationships with other State and local government agencies
- Strong written and oral communication skills

PHYSICAL REQUIREMENTS

The ~~Environmental Compliance Officer, Household Hazardous Waste, and Landfill Laborer~~ performs a majority of duties in both indoor and outdoors environments, and in varying weather conditions. Job duties may result in exposure to vehicular traffic, traversing difficult terrain, exposure to physical hazards associated with working outdoors, potential exposure to household hazardous waste and unknown hazards/substances. Occasionally required to enter rivers, streams and ponds to retrieve materials. Potential confrontation with difficult and/or threatening people. Potential exposure to health and safety hazards associated with landfills. Regular lifting up to fifty (50) pounds and occasional lifting greater than fifty (50) pounds.

OTHER REQUIREMENTS

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards
- Must be able to talk, listen and speak clearly on telephone and in person
- Operate all equipment in a safe and appropriate manner
- Effectively communicate with customers to provide excellent customer service
- Annual physical exam

ACKNOWLEDGMENT

The District has developed the job description to provide general guidelines to assist you in becoming familiar with obligations of your employment. It is not a complete list of responsibilities and is subject to change at any time. In the event this job description is modified, employee shall be provided a written copy of the revised job description, which will require employee's signature. This is not to give rise to contractual rights or obligations, express or implied or to be construed as a guarantee of employment. This is not a contract of employment. Additionally with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the District at any time, without advance notice. By your signature below, you acknowledge that you have read and understand this job description and agree to perform the duties, responsibilities and tasks set forth. Failure or refusal to sign and return a copy of this job description with an original signature to the Executive Director, or their designee, prior to the designated start date and time may be considered a declination of the position.

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Print Employee Name:

Employee Signature:

Date:

EMPLOYER	POSITION	DUTIES
WRDMC	Community Outreach Coordinator 2025 Salary - \$53,006.68 Dept. - Administration	<p>1-Assists with the development and implementation of the District's communications strategy; 2-Work with the Executive Director to create targeted and effective advertising strategy; 3-Write, edit and distribute news releases, marketing material and PSAs; 4-Coordinate advertising projects including design of print ads, radio and cable ad packages, print media advertising material, story line and script activity; 5-Participates in drafting news releases, guest columns and other presentations; 6-Develop educational materials such as pamphlets, brochures, exhibits, newsletters, flyers, and advertisements; 7-Identify and implement new opportunities for effective community outreach; 8-Identify target audiences, messages, partners and media to deliver information to the public; 9-Assist with the design of logos, brochures, flyers and ads for District use; 10-Represent the District in a variety of public contexts; 11-Speak at meetings, community groups, businesses, and civic organizations to educate, provide information and to promote District programs; 12-Develop audience targeted educational programs focusing on waste reduction, reuse and recycling; 13-Conduct tours of District facilities; 14-Design, set-up and display at various events; 15-Provide Assistance to the Administration Department as needed; 16-Assist other department heads with related projects at the discretion of the Executive Director; 17-Help develop and direct the content of the District's social media outlets; 18-Monitor social media outlets and respond to questions and comments promptly; 19-Maintain database of all media, school, and community contacts; 20-Develop and maintain information library on educational resources and records of District promotions in various media.</p>
Monroe County, Indiana	Naturalist 2025 Salary - PAT B - \$60,206.00 * 20-Year Completion Increase Dept. - Parks & Recreation	<p>1-Researches, plans, oversees, and conducts various long and short term environmental education activities, natural/cultural history programs, school programs, continuing education, special events, and other recreational programs; 2-Manages and markets community gardens, including planning and executing garden programs. Provides support & assistance for community renters, partners, and other using the garden space; 3-Plans Volunteer Network projects and supervises volunteers, including recruiting, training, scheduling, and making work assignments; 4-Plans, schedules and executes administrative duties pertaining to correspondence, records telephone, and other communication and marketing functions, such as designing brochures, posters and press releases; 5-Performs various bookkeeping functions, including writing invoices, billing, and tracking payments for various programs; 6-Plans, coordinates, markets and executes various program presentations, researching background material, preparing audio/visual aids, acquiring props and materials to illustrate lectures and publications and to develop displays; 7-Prepares & presents illustrated lectures, and conducts field trips to point out scientific, historical, and natural features of Monroe County Parks; 8-Prepares various reports, submitting to Park Board, and other personnel as required.</p>
Monroe County, Indiana	Stormwater Inspector 2025 Salary - PAT C - \$62,991.00 * 20-Year Completion Increase Dept. - Highway	<p>1-Performs inspections of new stormwater infrastructure during active construction and to ensure compliance with approved plans and specifications for public, private, and redevelopment projects; 2-Maintains daily log of all work inspected and maintains project photos; 3-Attends pre-construction meetings and construction progress meetings as necessary; 4-Implements long-term post-construction stormwater management program, as defined by MS4 General Permit. Maintains inventory of public and private owned facilities, performs inspections, creates letters and reports describing maintenance recommendations, and pursues enforcement when necessary; 5-Communicates inspection findings, deficiencies, and maintenance recommendations to property owners, HOAs, contractors, or other responsible parties. Implements enforcement procedures as necessary; 6-Provides educational materials to property owners, HOAs, and contractors about stormwater infrastructure and post-construction stormwater facilities. Assists MS4 Assistant with presentations and workshops; 7-Maintains records and helps manage the county's asset management database. Assists the MS4 Assistant with updating and implementing an Asset Management Plan; 8-Collects stormwater samples and performs impeller water analysis tests; 9-Responds to illicit discharge incidents and follows appropriate reporting protocols. Works with MS4 Assistant on tracking and enforcement cases as necessary; 10-Performs spill response procedures as necessary; 11-Performs related duties as assigned.</p>
Monroe County, Indiana	Population Health & Outreach Manager 2025 Salary - PAT D - \$70,871 * 20-Year Completion Increase	<p>1-Supervises and directs assigned personnel, including analyzing human resource needs, reviewing position documentation, interviewing candidates and making hiring recommendations, orientating new subordinates, planning and delegating work assignments, providing training and development, establishing specific work goals, evaluating performance, providing corrective instruction, and keeping supervisor and staff informed of organizational developments; 2-Develops and implements time-line master planning schedules for community health assessment and planning process in order to assure that the department addresses need and is accreditation ready. Coordinates the process for the department's application for accreditation by the Public Health Accreditation Board; 3-Provides guidance and technical assistance to the department staff and community partners in Community Health Assessment and Community Health Improvement Plan; 4-Coordinates collection of epidemiological data, performs data analysis, and maintains program statistics. Uses data to create reports and visual representations of findings which may be used to develop quality improvement initiatives; 5-Serves as Department's Public Information Officer and may be spokesperson for the department. Coordinates and delivers risk communication and public health information to the public through available channels; 6-Maintains program statistics, evaluations, and related files and prepares program activity reports to the appropriate personnel as required; 7-Establishes and leads department teams for quality improvement and accreditation planning; 8-Prepares monthly, quarterly, and annual report information, and various other reports and documents as required by the department administrator and other governmental regulating agencies; 9-Attends meetings, seminars, conferences, and other job-related training sessions. Approves education/training requests for division staff; 10-Researches and/or assists in preparing grant applications for the department; 11-Analyzes functions of the division in order to determine proper organization and resource allocations for efficient operations; 12-Performs related duties as assigned.</p>

EMPLOYER	POSITION	DUTIES
<p>City of Bloomington</p>	<p>Community Relations Specialist 2025 Salary - Grade 5 \$48,953 - \$63,640 Dept. - Parks & Recreation</p>	<p>1-Establishes production schedule and creates layout and design of seasonal programs; 2-Creates digital artwork for fliers, posters, direct mail pieces, large format signs and banners, and web and social media graphics by established deadlines; 3-Develops display advertising for print and digital media; 4-Communicates directly with staff to clarify requests for marketing materials; 5-Establishes and meets deadlines for production, proofreading and final artwork; 6-Manages department editorial style and brand voice/tone across all media channels; 7-Writes, edits, and/or reviews social media and website content; 8-Takes all reasonable steps to maintain a safe work environment; 9-Maintains records and files of published and digital marketing materials; 10-Attends special events and programs as needed. 11-Provides graphic design expertise as a member of special event planning teams; 12-Performs related duties as assigned.</p>
<p>City of Bloomington</p>	<p>Outreach Coordinator 2025 Salary - Grade 6 \$55,802 - \$72,542 Dept. - Public Works-Animal Control</p>	<p>1-Selects and transports animals and supervises volunteers at regular offsite adoption events and other events where Shelter animals are invited; 2-Promotes the programs of the Shelter and adoptable animals in a variety of ways, using a variety of local media; 3-Maintains, revises, and writes Shelter educational materials; 4-Keeps current on literature pertaining to animal welfare, care, and behavior; 5-Assists Director of Animal Control with public relations and special events activities, including preparation of press releases, PSAs, announcements, advertisements, brochures and posters; 6-Actively seeks out and manages community partnerships and collaborations to promote the Shelter and adoptable animals; 7-Monitors and maintains Department web page and Facebook page; 8-Monitors and maintains Behavior Help-line; 9-Works with the Shelter Manager to develop, maintain, and implement enrichment programs for Shelter animals; 10-Assists Shelter staff when need arises; 11-Interfaces with other animal-related agencies and personnel via conferences, shared materials and ideas, and visits to other shelters; 12-Takes all reasonable steps to maintain a safe work environment; 13-Performs related duties as assigned.</p>
<p>City of Bloomington</p>	<p>Community Relations Coordinator 2025 Salary - Grade 6 \$55,802 - \$72,542 Dept. - Parks & Recreation</p>	<p>1-Solicits and acquires major financial support for the Department facilities, programs, and events - including sales, marketing, public relations, contract management, invoicing, collections, and evaluation; 2-Works with Department staff to define and develop volunteer projects, identify volunteer needs, create volunteer job descriptions, and match volunteers to appropriate positions; 3-Oversees assignments and maintains records of volunteer activities, including volunteer registration, tracking, and evaluations. Tracks inventory of program supplies, verifies accreditation standards, and implements a systematic recognition program for sponsors, partners, and volunteers; 4-Creates and manages content for the Department's social media channels and website. Collaborates with program staff to create targeted marketing e-newsletters; 5-Supervises Advocates for Community Engagement (ACEs) and interns. Provides direction, guides work tasks, and enables interactions that provide rich, real-life work experiences; 6-Develops and promotes innovative volunteer and meaningful service learning projects; 7-Attends meetings and serves on boards devoted to volunteerism and community service; 8-Professionally represents the Department to the community by facilitating cooperative programs and staffing City tables at various resource fairs; 9-Assists Department staff with assigned projects and with planning of special events such as ceremonies, sports tournaments, and expos; 10-Takes all reasonable steps to maintain a safe work environment; 11-Performs related duties as assigned.</p>
<p>City of Bloomington</p>	<p>Natural Resources Coordinator 2025 Salary - Grade 6 \$55,802 - \$72,542 Dept. - Parks & Recreation</p>	<p>1-Assess the natural resource-related educational and recreational needs of the community. Recommends programs, activities, and management practices to the Natural Resource Manager. Collaborates and networks with community agencies and groups to facilitate educational and natural resource protection efforts; 2-Coordinates community-wide natural resource education with other agencies and organizations, with an emphasis on providing educational opportunities to local students. Coordinates the use of various department and community resources such as facilities, natural areas, transportation, equipment, supplies and staff for programs. Works with the Community Relations Manager to prepare news releases and other promotional material associated with programs; 3-Supervises activities and is a liaison for user groups at natural areas. Oversees boathouse operations at Griffy Lake and manages other natural areas; 4-Assists with the preparation of annual budget requests, compiling statistical and financial information as needed; 5-Finds and applies for grants, and investigates other sources of outside funding for natural resource related programs; 6-Maintains records and files for a variety of activities. Prepares and submits monthly activity reports to the Natural Resources Manager on a regular basis; 7-Trains, supervises, and evaluates a variety of part-time staff and volunteers in tasks of natural resource management, outdoor recreation, environmental education, special events and other specialized recreational services; 8-Serves as liaison to the Environmental Resources Advisory Council; 9-Actively promotes park stewardship and the responsible use of public lands and natural resources; 10-Regularly attends meetings of several community groups as Parks and Recreation representative, reports findings, and makes recommendations to the Natural Resources Manager as required; 11-Assists with the development of maps and inventories of natural resource areas; 12-Performs related duties as assigned; 13-Takes all reasonable steps to maintain a safe work environment.</p>

EMPLOYER	POSITION	DUTIES
City of Bloomington	Natural Resources Manager 2025 Salary - Grade 7 \$62,650 - \$81,444 Dept. - Parks & Recreation	<p>1-Oversees Natural Resources Area and programs including revenue, expenses, and payroll, determines area goals and objectives and evaluates all programs and activities. Assesses natural resource management, and outdoor recreational needs of the community. Develops, prepares and submits proposals for programs, activities and management practices to the Operations H& Development Director; 2-Organizes and implements natural resource activities, including recreation, education and restorative activities involving buildings, facilities, natural areas, transportation, materials, equipment, supplies and staff. Work to form partnerships with community groups to achieve goals. Manages and supervises activities as liaison for user groups in the natural areas; 3-Evaluates condition of BPR-managed natural areas, and associated facilities. Works with Operations Superintendent and staff to ensure necessary maintenance and restoration activities are performed as needed. Submits work requests as needed. Coordinates Natural Resource management activities with local, state and federal and non-profit agencies, including formulation of management plans, and obtaining grant funds for special projects. Prepares and submits annual budget requests to the Operations & Development Director and administers budget upon approval; 4-Maintains records and files for a variety of activities, prepares and submits monthly activity reports to the Operations & Development Director on a regular basis. Responsible for inventory of equipment, materials and supplies. Submits requisitions and authorizes claims as needed; 5-Trains, supervises, and evaluates area staff and contractual employees in the areas of natural resource management, outdoor recreation, environmental education, special events and other specified recreational services; 6-Represents Bloomington Parks and Recreation in citywide planning efforts, including implementation of the Bloomington Alternative Transportation and Greenways Plan and the Development Review Committee; 7-Coordinates with the Community Relations Manager in the preparation of news releases, educational brochures and other outreach material associated with natural resource protection and related outdoor recreation programs; 8-Serves as Bloomington Parks and Recreation representative to the Bloomington Bicycle and Pedestrian Safety Commission; 9-Attends various community events and meetings to promote natural resource appreciation and protection; 10-Travels to regional, state, and national meetings and professional training programs; 11-Performs related duties as required; 12-Develops maps and inventories of parkland; 13-Receives and investigates public complaints pertaining to the Natural Resource Division, and initiates appropriate action to resolve valid complaints; 14-Takes all reasonable steps to maintain a safe work environment; 15-Attends required departmental staff/team meetings.</p>
City of Bloomington	Community Relations Manager 2025 Salary - Grade 8 \$69,498 - \$90,347 Dept. - Parks & Recreation	<p>1-Develops and implements focused marketing strategies for the Parks and Recreation Department. Directs Department-wide crisis communication plan and works with the Department Administrator and City Leadership to initiate release of information to the media and the public. Directs and participates in critical crisis communication training for Department staff; 2-Directs and participates in Department Park Partner program to solicit and acquire annual financial support for Department facilities, programs, and events - including program design, budget preparation, revenue projection, risk management, marketing, public relations, direct sales, contract management, collections, and evaluations; 3-Directs the development of marketing strategies to grow membership at the Department's indoor sports, fitness, and recreation facility, and collaborates with invention and visitors bureau to position facility as a designation attraction for sports-related events. Stays abreast of fitness and sports marketing trends to increase program participation, sell rental spacem and enhance revenue generation potentiala the division facilities; 4-Optimizes public/private partnerships to market Department sports facilities as venues for local, regional, and national sports tournaments that generate substantial positive impacts for the City; 5-Directs the creation and manages the utilization of general fund and non-reverting budgets to adequately fund marketing campaigns for all divisions within the Department. Develops and meets revenue projections for the Community Relations Area; 6-Directs the effective use of social media for Department-wide marketing and promotional campaigns across nuerous platforms. Coordinates the dissemination of information for five different programs and facilities in a timely and effective manner with supprting graphics and images; 7-Creates, writes, updates, and uploads Department and program information, announcements, documents, meeting notices, job descriptions, and graphics to more than 500 Parks and Recreation Department web pages. Utilizes content management system and HTML programming language to develop appealing layout and design; 8-Directs the development of branding guidelines and trains Department staff in the appropriate use of the Department logo and visual identity. Reviews and edits all materials created by the graphic designer and Department staff to ensure professional and coordinated communications; 9-Designs, edits, and produces Department documents including annual reports, brochures, fliers, and advertisements for print and electronic distribution, to support the work of the Department graphic designer. Writes, edits, review, and grows subscription base for e-newsletter promoting Department programs; 10-Directs the efforts if the Special Services Coordinator to solicit and acquire major financial support for Department facilities, programs, and events from area businesses and organizations through the Park Partner program - including program design, budget preparation, risk management, marketing, public relations, contract management, collections, and evaluation; 11-Manage Community Relations program area compliance with the City's sustainability policy; 12-Performs related duties as assigned.</p>

EMPLOYER	POSITION	DUTIES
<p>City of Bloomington</p>	<p>Communications Manager 2025 Salary - Grade 8 \$69,498 - \$90,347 Dept. - Utilities</p>	<p>1-Coordinates activities of the staff in te Administrative division, specifically serving as the direct supervisor for the Administrative Assistant, the Utilities Data analyst, and the Payroll Administrator; 2-Coordinates internal communications and assists Director and Assistant Directors in the development and implementation of internal policies of the Utilities Department. Administers internal communication for the Director's Office; 3-Coordinates and implements a comprehensive media relations and information distribution campaign, including the development of a communications plan for the Utlitiies Department and the development of web content and messaging via social media; 4-Writes, edits, and coordinates the distribution of news releases, marketing materials, speeches, and PSAs, maintaining close relationships with local and regional media outlets; 5-Represents the Department in a variety of public contexts, including presentations to civic groups, neighborhood associations, media, etc. Interacts with the general public, department staff, and other City departments for the purpose fo disseminating department information or acting on behalf of the department; 6-Coordinates internal communications activities within the Utilities Departmentto enhance departmental performance and employee morale. Prepares and distributes Utilities employee newsletter and leads the Employee Appreciation Committee; 7-Responsible for management and planning of the Utilities Department communications with public during emergencies, crises and criticcal incidents; 8-Serves a PIO for Monroe County Emergency Management; 9-Oversees the production of all printed marketing materials. Bids, negotiates and awards printing and other production jobs in accordance with marketing budget; 9-Manages and plans special events, conferences, and programs by COB Utilities, sometimes requiring travel. Coordinates supplies and equipment inventory, arranges space, exhibits, and staff for all events. Prepares and provides post activity evaluation data, prepares schedule and special repoets required, including financial records. Supervises staff at events and administrative interaction with customers; 10-Assists with preparation of reports for governmental agencies including, but not limited to, IDEM; 11-Performs other duties as assigned; 12-Takes all reasonable steps to maintain a safe work enviornment.</p>
<p>City of Bloomington</p>	<p>Sustainability Program Coordinator 2025 Salary - Grade 8 \$69,498 - \$90,347 Dept. - Economic & Sustainable Dev</p>	<p>1-Assists in recommending and implementing new programs; 2-Manages projects as assigned; 3-Responds to inquiries regarding programs; 4-Monitors prograss towards goals and deadlines and provides status reports, as requested; 5-Drafts documents, reports, marketing materials, social media content, and correspondence; 6-Advertises and markets programs; 7-Coordinates and schedules meetings; 8-Maintains files and records; 9-Monitors contracts; 10-Provides administrative support to the Bloomington Commission on Sustainability; 11-Attends and/or facilitates meetings and events, when required; 12-Performs related duties or other special projects as assigned.</p>
<p>City of Bloomington</p>	<p>Communications Director 2025 Salary - Grade 10 \$83,194 - \$108,153 Dept. - Office of the Mayor</p>	<p>1-Directs development and implementation of the City's communications strategy. Works with Mayor to create a comprehensive strategic communications plan. Participates in policy meetings and strategy sessions. Provides input on City partnership agreements and contracts. Reviews materials created by all City departments to ensure professional and coordinated communications; 2-Communicates direction from the Mayor to department heads. Works with department heads to create departmental and division marketing and communications strategies. Provides guidance and supprt to all departments and divisions for media relations and other communication efforts; 3-Responds to official requests for City information in consultation with other City departments. Identifies opportunities for departmenal collaboration; 4-Writes, edits and directs the distribution of news releases, marketing materials and PSAs. Identifies new opportunities for communicating City messages to the various interest groups. Directs creation of ceremonial and honory certificates and documents. Writes, edits, proofs, and/or uploads proclamations; 5-Directs and executes City events such as annual citywide address. Identifies and organizes news conferences. Represents City in a variety of public contaxts. Oversees the scheduling, production, and management of all audio and visual recording of events for City purposes; 6-Analyzes media coverage and maintains current awareness on issues of relevance to the City. Develops and maintains positive relationships with members of the local media; 7-Provides 24/7 access for emergency and critical communications. Directs City emergency communications planning in conjunction with City leadership; 8-Develops talking points for mayoral appearances. Participates in drafting speeches, guest columns and other presentations. As needed, serves as spokesperson for the Mayor; 9-Directs and helps develop content of the City's web site, and provides input on layout and design; 10-Performs research for City departments to aid them in providing information to interested parties; 11-Leads and/or serves on special projects teams as needed; 12-Regularly assists "front line" Office of the Mayor staff with answering questions and providing informatin; 13-Determines and/or provides input on invitation list for special events; 14-Performs other duties as assigned.</p>

EMPLOYER	POSITION	DUTIES
<p>City of Bloomington</p>	<p>Assistant Director of Environmental Programs 2025 Salary - Grade 12 \$98,745 - \$128,370 Dept. - Utilities</p>	<p>1-Directly supervises the Pretreatment Coordinator, Water Quality Coordinator, Environmental Projects Coordinator and Energy and Conservation Coordinator and oversees the programs covered by them; 2-Develops field sampling plans, including identifying the appropriate approach to ensure statistical legitimacy; 3-Investigates and researches historical land use issues as they relate to environmental cleanup sites; 4-Responds to all formal requests for information from the public and other departments in accordance with open-record laws; 5-Advises the Director and other staff of findings, based on technical and scientific research, related to drinking water and wastewater treatment industries, groundwater monitoring plans, and various geological and public health issues; 6-Compiles compliance reports using industrial self-monitoring reports and CBU lab reports. Identifies industrial compliance problems with Clean Water Act regulations; 7-Advises Environmental Programs staff regarding enforcement issues as they arise; 8-Issues and establishes standard contracts for hauled waste customers; 9-Takes all reasonable steps to maintain a safe work environment; 10-Hires engineering and statistical analysis contractors; 11-Prepares and submits environmental reports and data related to CBU, including programs covered by the SDWA, RCRA, CWA, TSCA, and other regulatory programs; 12-Develops and manages the Dillman Road landfill permit; 13-Manages programs related to disposal of wastes by septic haulers; 14-Performs other duties as assigned.</p>

2025 Budget Comparison with Proposed Staffing and Wage Changes

	Adopted 2025 Budget	With Proposed Staffing Changes	Plus Comm Outreach Coord. Increase
REVENUE	\$3,243,453.00	\$3,243,453.00	\$3,243,453.00
PERSONNEL SERVICES			
Salary Wages	\$320,139.00	\$364,138.00	TBD
Hourly Wages	\$712,688.00	\$712,091.00	\$712,091.00
Overtime	\$2,000.00	\$2,000.00	\$2,000.00
Longevity	\$15,855.00	\$15,680.00	\$15,680.00
FICA	\$65,142.00	\$67,822.00	TBD
FICA/Medicare	\$15,235.00	\$15,862.00	TBD
Unemployment	\$2,500.00	\$2,500.00	\$2,500.00
Health Insurance	\$403,000.00	\$403,000.00	\$403,000.00
Wellness Clinic	\$19,050.00	\$19,050.00	\$19,050.00
Retirement **	\$123,940.00	\$121,210.00	TBD
H S A	\$7,000.00	\$7,000.00	\$7,000.00
TOTAL	\$1,686,549.00	\$1,730,353.00	TBD
SUPPLIES	\$217,950.00	\$217,950.00	\$217,950.00
OTHER SERVICES & CHARGES	\$1,288,750.00	\$1,288,750.00	\$1,288,750.00
CAPITAL OUTLAY	\$137,000.00	\$137,000.00	\$137,000.00
TOTAL EXPENSES	\$3,330,249.00	\$3,374,053.00	TBD
REVENUES LESS EXPENSES	(\$86,796.00)	(\$130,600.00)	TBD

** An error was discovered in the spreadsheet used to generate the original 2025 budget submittal for approval that caused the calculated retirement amount for Department 06 (Rural Recycling Centers) to be over estimated due to including wages budgeted for non-benefit eligible employees. This has been corrected in the coumns "With Proposed Changes" and "Plus Comm Outreach Coord. Increase".



Our World, Our Responsibility

(812) 349 - 2020 • 3400 S. Walnut St., Bloomington, IN 47401

www.wastereductiondistrict.com  

MEMORANDUM

TO: WRDMC Executive Committee
DATE: 11/1/2024
FROM: Tom McGlasson Jr.
SUBJECT: Resolution 2024-13 Ordinance for Fixing Salaries For Calendar Year 2025

Included in the meeting packet are three (3) different versions of Resolution 2024-13 as follows:

1. Positions and salaries based on the 2025 budget approved by the Board on August 8, 2024, and subsequently adopted by the Monroe County Council.
2. Includes the Facilities Supervisor and Environmental Compliance Officer positions.
3. Includes the Facilities Supervisor and Environmental Compliance Officer positions, and an as yet to be determined increased salary for the Community Outreach Coordinator position.

Please note that if the Board elects to not move forward with the Facilities Supervisor and Environmental Compliance Officer positions, but provide an additional increase for the Community Outreach Coordinator position, the first version of the resolution will need to be updated to reflect the salary amount for the position.

RESOLUTION 2024 – 13

Waste Reduction District of Monroe County Ordinance for Fixing Salaries For Calendar Year 2025

Be it ordained by the Waste Reduction District of Monroe County Board of Directors, Monroe County, Indiana that a Resolution shall be passed fixing the number of employees whose salaries are payable from the Waste Reduction District of Monroe County fund or budget except as hereinafter provided by IC 36-2-5: and,

That for the work periods of the calendar year 2025 beginning January 1, 2025 through December 31, 2025 there are hereby fixed the maximum salaries:

<u>Department / Position</u>	<u>2025 Maximum Fixed</u>
<u>Administration (01)</u>	
Executive Director	\$89,880.00
Community Outreach Coordinator	\$53,006.68
Waste Reduction Specialist	\$23.50/hour
Office Manager - Hourly	\$21.36/hour
<u>Recycling Center (04)</u>	
Operations Director	\$64,901.65
Recycling & Reuse Coordinator – Hourly	\$22.31/hour
Truck Driver (2) – Hourly	\$19.31/hour
Material Handler I – Hourly	\$18.91/hour
Material Handler II – Hourly	\$18.79/hour
<u>Hazardous Material Facility (05)</u>	
HazMat Tech I – Hourly	\$18.91/hour
HazMat Tech II – Hourly	\$18.79/hour
<u>Recycling Stations (06)</u>	
Site operators (8) – Hourly	\$18.62/hour
Site Operators Backup (5) – Hourly	\$18.44/hour
<u>Environmental Compliance & Safety (08)</u>	
Landfill, Environmental Compliance Director	\$59,920.00
Environmental Compliance Inspector	\$52,430.00
Compliance, HHW, & Landfill Support Staff	\$20.29/hour
<u>Accounting (15)</u>	
Financial Controller - Hourly	\$30.16/hour

Temporary Training Position	Same as the position to be trained
-----------------------------	------------------------------------

RESOLUTION 2024 – 13

Waste Reduction District of Monroe County Ordinance for Fixing Salaries For Calendar Year 2025

So voted on this 14th day of November, 2024, by the Board of Directors of the Waste Reduction District of Monroe County.

AYE

NAY

Geoff McKim, Chairperson

Geoff McKim, Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Penny Githens, Secretary

Penny Githens, Secretary

Julie Thomas, Director

Julie Thomas, Director

Kerry Thomason, Director

Kerry Thomson, Director

Lee Jones, Director

Lee Jones, Director

Dan Swafford, Director

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Attest:

Tom McGlasson Jr., Executive Director

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MEMORANDUM

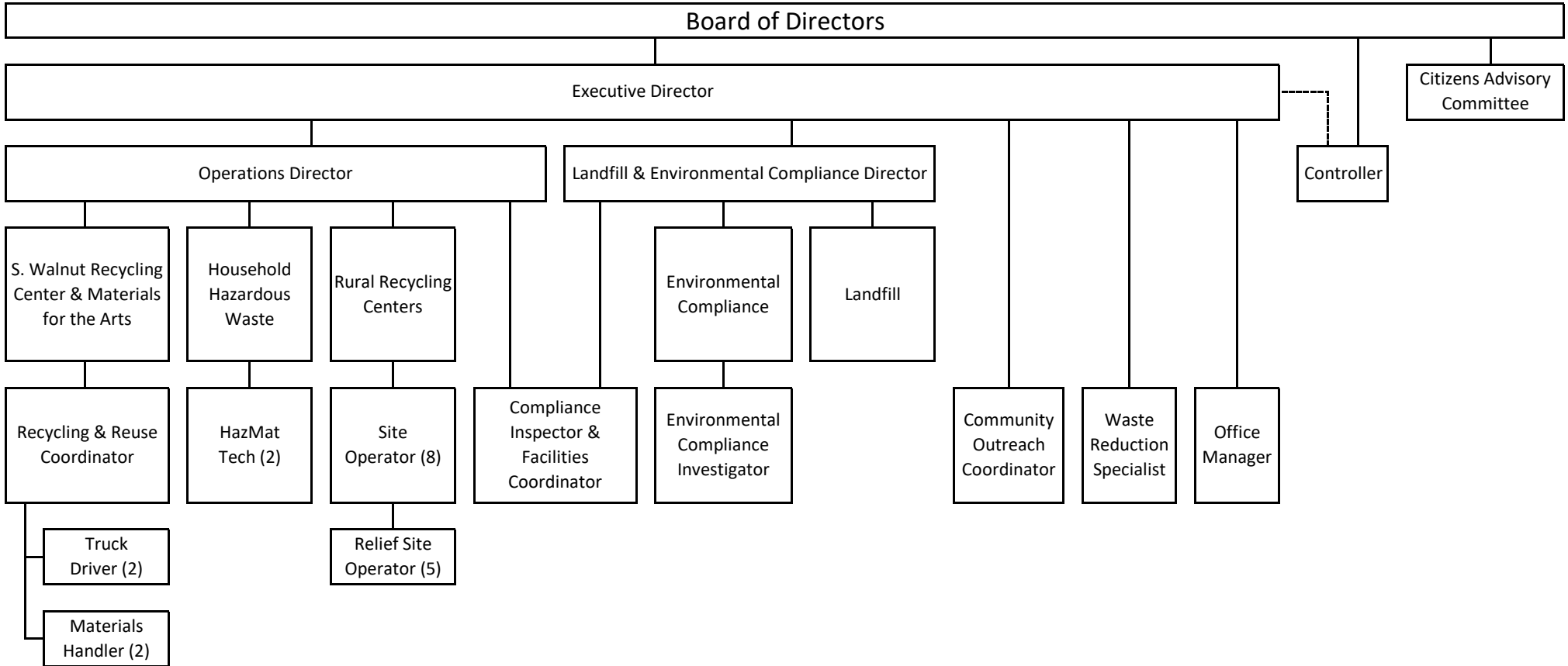
TO: WRDMC Executive Committee
DATE: 11/1/2024
FROM: Tom McGlasson Jr.
SUBJECT: Resolution 2024-14 To Revise the Organizational Chart of the District

Should the Board elect to move forward with the staffing changes proposed by staff, there will be a need to update the District Organization Chart to reflect these changes. Included with this memo is a copy of the current organization chart, and included in Resolution 2024-14 is the revised organizational chart incorporating the proposed changes.

CURRENT ORGANIZATIONAL CHART

MONROE COUNTY SOLID WASTE MANAGEMENT DISTRICT

Organizational Chart



Resolution 2024 – 14

To Revise the Organizational Chart of the District

WHEREAS, the Waste Reduction District of Monroe County (District) is a political subdivision and a solid waste management district under IC 13-21-3; and

WHEREAS, the District is granted certain powers enumerated in IC 13-21-3-12; and

WHEREAS, the District Board of Directors is granted certain powers enumerated in IC 13-21-3-13; and

WHEREAS, the District Board of Directors wishes to maintain a District Organizational Chart that establishes an appropriate organizational and staffing structure to promote efficient conduct of District business; and

WHEREAS, the District Board of Directors recognizes that from time to time changes are necessary to the organizational structure of the District to improve efficiency; and

WHEREAS, the Organizational Chart of the District must be revised and updated when changes to the organizational structure of the District are implemented.

NOW, THEREFORE, the District Board of Directors hereby resolves to adopt the attached District Organizational Chart with an effective date of January 1, 2025.

Resolution 2024 – 14

To Revise the Organizational Chart of the District

So approved this 14th day of November 2024, by the Board of Directors of the Waste Reduction District of Monroe County.

AYE

NAY

Geoff McKim, Chairperson

Geoff McKim, Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Penny Githens, Secretary

Penny Githens, Secretary

Julie Thomas, Director

Julie Thomas, Director

Kerry Thomson, Director

Kerry Thomson, Director

Lee Jones, Director

Lee Jones, Director

Dan Swafford, Director

Dan Swafford, Director

Attest:

Tom McGlasson Jr., Executive Director

Resolution 2024 – 14

To Revise the Organizational Chart of the District

