

Resource Management Inc. (RMI) invites your interest in the position of  
**OPERATIONS MANAGER**



**WHO WE ARE**

RMI was founded in 1994 with the goal of having a positive impact on the planet and society each and every day it operated. Nearly thirty years later, RMI has not only realized its goal, but in ways its founders would never have imagined. Today, RMI's organic recycling business is the industry leader in innovative practices because of its highly skilled and committed team.

RMI specializes in developing and maintaining beneficial use programs for municipal and industrial clients throughout New England and Eastern New York. RMI has nearly three decades of service and experience working with municipal and industrial facilities to responsibly manage their solids. RMI has worked with its clients to ensure the best possible operational configuration and maintains the highest standards for customer service and regulatory compliance. By providing turnkey recycling services for more than forty generators, RMI recycles over 300,000 yards annually of residuals, including biosolids, hydrosolids, commercial-grade wood ash, food grade sludges, and short paper fiber.

RMI's established residuals recycling programs include bulk land application in agribusiness, mine and gravel pit reclamation, landfill closures, composting, engineered topsoils and animal bedding. RMI maintains a full spectrum of outlets for residuals to ensure adequate and secure capacity for our customers.



**RMI'S MISSION**

"RMI is dedicated to providing high quality recycling services through innovative programs which benefit generators of organic residuals, end users, and the environment while maximizing RMI profitability."

**ABOUT NEW HAMPSHIRE AND THE HOLDERNESS AREA**

New Hampshire is a great place to live, work and play!

Our office located in Holderness is centrally located to some of the most sought-after destinations in New Hampshire. We are 25 minutes from Lake Winnepesaukee, 10 minutes from Squam and Newfound Lakes, and within an hour from several ski areas including Cannon, Loon, Gunstock, and Ragged mountains.



Downtown Plymouth is about a 5-minute drive from the RMI office and is home to a handful of locally owned restaurants & delis, coffee shops and breweries! The K-12 school systems in the area are excellent, there are several prep schools nearby, and Plymouth State University is a wonderful community partner with lots of collaborative opportunities in cultural arts, student internships, and academic pursuits.



## OPERATIONS MANAGER POSITION

The Operations Manager position encompasses several diverse areas of responsibility including supervision of RMI drivers, the Logistics Coordinator and Fleet Manager and oversight of all compliance documentation for RMI-owned vehicles and agricultural/heavy equipment; operation of industrial sites including the RMI-RMF; operation of RMI's trucking fleet; oversight of sub-contract trucking operations; and monitoring the flow and accuracy of all related paperwork. This key senior level leadership position reports directly to the President and

Shareholders and ensures that the financial, compliance, operational, customer service, safety, and personnel goals of the Delivery Team are met. An important component of the Operations Manager position is the communication and interaction with clients, generators, sub-contractors, end-users, the public, and RMI staff.

## SUCCESS FACTORS

**Communication** - Promotes the mission and goals of the department and the company. Effectively communicates with manager, co-workers, and others. Clearly and concisely conveys information both verbally and in writing. Uses tools provided by the company including a CRM email, phone system, etc.

**Effectiveness** - Accepts responsibility and accountability, Performance reflects attention to detail and accuracy to produce quality results. Demonstrates resourcefulness, problem-solving and decision-making skills. Uses technology appropriate to job position.

**Managerial** - Responsively manages overall accountability for assigned work group. Uses good judgment and makes sound decisions on a timely basis. Manages conflict constructively and copes well with frustration and stress. Analyzes routine and complex issues effectively. Positively influences others by articulating a compelling message, negotiating persuasively and garnering support.

**Efficiency and Time Management** - Attends work as scheduled, arriving and leaving at appropriate times. Manages time effectively and maximizes productivity. Completes assignments without prompting, meeting established deadlines and taking initiative when necessary.

**Supervision** - Challenges, inspires, and appreciates staff members. Establishes trust with staff and fosters open communication channels. Coaches staff members to improve work performance. Recognizes and addresses staff development needs. Establishes positive working relationships within the company; promotes collaboration and teamwork. Delegates assignments appropriately to staff members.

**Budgetary & Planning** - Plans, implements, and manages resources effectively. Allocates resources according to priorities. Works within budgetary constraints. Develops and leverages innovative ideas into cost savings, revenue opportunities, and/or improved services.

## HOW TO APPLY

If interested in helping lead an organization that is innovative, values driven, and exists to have a positive impact on the environment - and do this in one of the most beautiful places on Earth, then please submit a letter of interest and resume to [hadmin@rmirecycles.com](mailto:hadmin@rmirecycles.com)

