

**TRINITY CENTER Community Services District  
General Manager**

**The General Manager (GM) will serve the Community Services District (CSD) through acquisition and maintenance of CSD assets, through implementation of CSD Board policy and by monitoring and managing charitable funds raised for the benefit of the Volunteer Fire Dept. (VFD).**

**The GM is appointed by, reports to and serves at the pleasure of the Trinity Center Community Services District Board. The GM will work in concert with the Chief and the CSD Board to ensure that the VFD is equipped to handle foreseeable demands and challenges.**

**Specific Duties and Responsibilities**

**The GM, in consultation with the Chief and designated Board members, shall create an annual budget for the fire department. The GM will monitor expenses to ensure that budgets are met or the CSD board is involved when significant over budget expenses are experienced.**

**The GM will manage the VFD Infrastructure including department facilities and major equipment. The GM, working with the Chief will identify additions and repairs needed for department operations and will implement needed improvements within CSD Board policy. The GM will work in concert with the Chief and the CSD Board to ensure that department needs are identified, funded and achieved.**

**The GM will provide oversight for the street light program and will interact with Trinity Public Utility District as needed to maintain adequate street lighting.**

**The GM will provide oversight for the fire hydrants owned by the CSD, including a periodic hydrant inspection and repair program.**

**The GM shall exercise oversight over TCVFD funds that are raised outside of CSD revenues. The GM shall establish a system to ensure the security and accountability of these funds. The GM shall ensure that these books are open to the CSD Board and to the public. (note: the CSD Treasurer has responsibility for the CSD funds)**

**The GM will, in conjunction with the CSD Board, implement Board policy. (Note: The Chief will be responsible for VFD policies, which are separate from CSD policy)**

**The GM shall present a report at CSD meetings on ongoing activity for the prior month. The GM will, as necessary and appropriate, represent the CSD Board with other organizations and agencies.**