

Title: Job Description – President

102.1

Reports to: N/A

Responsibilities:

1. Maintain an overview of the organization's affairs
2. Establish overall long and short term goals
3. Represent CMT at local, regional and state levels.

Principal duties: (include, but are not limited to)

1. To ensure the effective and efficient administration of the company
2. Enhance relationships with other companies and agencies
3. Ongoing development of the company's vision and long term strategic planning
4. Planning and defining the company's culture and providing people and team leadership
5. Establishing and maintaining an effective system of communications throughout the company
6. Review operating results of the company
7. Dispense advice, guidance, direction, and authorization to carry out major plans, standards and procedures
8. Coordinate the operation of the organization through managers, supervisors, and administrators
9. Work with the operations and maintenance staff regarding vehicle issues.

Qualifications:

1. Have good verbal and written communication skills
2. Be familiar with all legal documents relating to company operation

Effective:

December 7, 2004