



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Custodian

LOCATION: General Services

OPENING DATE: August 7, 2017

CLOSING DATE: Until filled

JOB NUMBER: JN17-38GS

CLASS CODE: 9105

FLSA Status: Non-exempt

SALARY RANGE: \$24,960 (DOQ) annually with *excellent benefits package*

PRIMARY FUNCTION: This is unskilled and semi-skilled manual labor work to support a variety of cleaning and custodial tasks in and around Town of Collierville facilities.

QUALIFICATIONS: Requires a high school diploma or GED and 1 year previous experience and/or training in custodial or minor building maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

LICENSES: Must possess and maintain a valid driver's license.

NOTES: The work of this job requires sufficient physical strength, stamina, and ability to pass a work related physical proficiency test and pre-employment examination. The work is physically demanding and may require lifting heavy objects. Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Full job descriptions are available upon request. Please call (901) 457-2296.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Submit an original Town of Collierville application to the following address:

Human Resources
500 Poplar View Parkway
Collierville, TN 38017

Applications are available to download at www.collierville.com under Employment Opportunities, or you may obtain one from our Human Resources Office. Applications must be submitted either by mail or in person to the above address. The Human Resources Office is open Monday – Friday, from 8 a.m. – 5 p.m. We are unable to accept faxed or emailed applications

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.