



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Utility Maintenance Specialist

LOCATION: Public Services – Water Treatment

OPENING DATE: December 1, 2017

CLOSING DATE: Until Filled

JOB NUMBER: JN17-62PS

CLASS CODE: 1320

SALARY RANGE: \$29,375.35 - \$35,106.09 (DOQ) annually with *excellent benefits package*

FLSA STATUS: Non-exempt

PRIMARY FUNCTION: The purpose of this classification is to perform manual and responsible work in the performance of unskilled and semi-skilled tasks of a physically demanding nature in support of the Town's utility operations, maintenance and repair functions.

QUALIFICATIONS: High school diploma or GED with concentration in a vocational program; supplemented by 2 years previous experience and/or training providing labor support to municipal sewer or water system maintenance or repair crews; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUISITES: None.

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

NOTES: The labor involved in 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, may require lifting heavy objects, and may require working in inclement weather. Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

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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.