



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Assistant Director of Public Utilities

LOCATION: Public Services – Utilities Division

OPENING DATE: October 25, 2024

CLOSING DATE: Until Filled

JOB NUMBER: JN24-74PS

CLASS CODE: 0726

SALARY RANGE: \$79,851 - \$103,806 (DOQ) with *excellent benefits package*

FLSA STATUS: Exempt

PRIMARY FUNCTION: The purpose of this classification is to perform highly responsible professional, administrative and management work assisting the Director with the supervision and day-to-day operations in the Public Works or Public Utilities department.

QUALIFICATIONS: Requires a Bachelor's degree with major course work in Civil Engineering, Business Administration or a closely related field; supplemented by six (6) years progressively responsible public works or public utilities experience including five (5) years supervisory experience; in construction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES: Must possess and maintain a valid motor vehicle operator's license.

NOTES: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). May occasionally involve moderately heavier objects and materials (25 – 50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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: Download an application at www.colliervilletn.gov or visit the Human Resources Office at 500 Poplar View Parkway, Collierville, TN

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.