



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.

The Town of Collierville is hiring for the **Assistant Director of Public Utilities** to join our Public Services – Utilities Division! If you are looking for an exciting opportunity to make a difference in your community, look no further!

About The Town

The Town of Collierville has all the amenities and services of a large metropolitan area successfully blended with historic charm and character. Through many years of visionary planning, Collierville has grown to be known as one of the most desirable communities in the nation to live, work, and learn. Because of this, we are very careful in selecting exceptional individuals to become part of our team. We provide amazing benefits including medical, dental, and vision insurance, Town provided life and long-term disability insurance, paid time off, pension, and more!

What's The Job?

Working as the **Assistant Director of Public Utilities**, you are supporting and assisting the Director, Public Utilities in planning, organizing, coordinating and directing the day-to-day work of the department; participating in the development and implementation of long- and short-term goals, objectives, policies, procedures, and work standards for the Department; conducting a variety of management and strategic planning studies; researching department files, legal and database records, and other sources to analyze data and identify trends; evaluating the efficiency and effectiveness of service delivery methods and procedures; and making recommendations for necessary improvements. You will also oversee and participate in the development and administration of the departmental operating and capital improvement budgets; prepare project cost estimates and alternatives in both Public Works and Public Utilities; review and approve requests for work, materials, contracts, and purchases of services and commodities; and assure that assigned areas of responsibility are performed within budget and on time. You will assume the role of Department Head in the absence of the Director, and may supervise, direct, and evaluate assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; may conduct interviews and make hiring recommendations; may coordinate staff training. Perform other related duties as required.

Minimum Requirements

Here is what you must have to be considered for the position of **Assistant Director of Public Utilities**:

- 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; OR

- any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid Driver's License.

What's The Next Step?

If this sounds like the perfect job for you, please download our general application from the website www.collierville.tn.gov, or you can also visit Town Hall and submit a physical application in the Human Resources Department.