



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Codes Compliance Officer

LOCATION: Development - Building and Codes

OPENING DATE: October 20, 2021

CLOSING DATE: Until Filled

JOB NUMBER: JN21-94DC

CLASS CODE: 0520

SALARY: \$31,164 – 33,383 annually (DOQ) with *excellent benefits package*.

FLSA STATUS: Non-Exempt

PRIMARY FUNCTION: The purpose of this classification is to provide intermediate work enforcing a variety of Town codes and ordinances.

QUALIFICATIONS: High School Diploma or GED; supplemented by one (1) year previous experience and/or training involving code and regulation or zoning investigation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUISITES: Incumbent may be required to work after normal business hours or weekends, as necessary.

LICENSES: Valid Motor Vehicle Operator's License at the time of hire.

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 moderate weight (10 – 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Candidate must be able to pass a work related physical and drug test.

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.collierville.tn.gov or visit the Human Resources Office at 500 Poplar View Parkway, Collierville, TN, 38017

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 ACCOMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.