

Position Opening

HARRIMAN UTILITY BOARD

Harriman Utility Board has an opening for a Full-Time Dispatcher.

Job duties shall include, but not limited to: Receiving, relaying, and/or transmitting routine and emergency calls to public safety agencies and HUB crews, processing Tenn One calls, permits, and inventory and material record keeping; providing security for the warehouse by means of regular patrol and monitoring of video cameras; monitoring trouble alarms at the water plant, sewer plant and pumping stations; and performing janitorial duties

Applicants should have telephone and basic computer skills, preferably with Microsoft office – (Word and Excel), have good communication skills, and be 18 years of age.

Applications are available at the main office at 300 N. Roane Street or may be downloaded from our web site at www.hub-tn.com. Applications may be mailed to Harriman Utility Board, P.O. Box 434, Harriman, TN 37748 Attn: Marilyn McCormick, HR Director.

Deadline for application is Friday, February 3, 2012 @ 4:00 PM. Employment with HUB is contingent on applicant passing a background check, a physical examination and a drug screening.