



City of Tuskegee
POSITION ANNOUNCEMENT

Date Posted: 10/05/2015

This position announcement constitutes neither a written or implied contract of employment. The City of Tuskegee reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

The following position is now open. Applications received after the closing deadline will not be considered.

Position Information

Job Title: Equipment Operator

Department: Public Works

Job Status: Regular Full-Time Temporary Full-Time

If temporary, give required dates of service:

Regular Part-Time Temporary Part-Time

From: N/A To: _____

Standard Scheduled Hours: 6:30 am – 2:30 pm Days to be Worked: Monday – Friday Starting Pay Rate: \$25,000 annually

Position Description

General nature/purpose of work:

Performs or supervises equipment maintenance, operates packer truck, operates knuckle-boom truck, operates related equipment, follows safety procedures, and performs related services: Assigns tasks to crew member; inspects and prepares equipment for safe and proper operation; may perform light maintenance. Drives packer truck along route to collect refuse. May operate street sweeper along prescribed route to remove dirt and debris; may operate dump truck to haul and dump sand, dirt, construction materials or debris; may operate front-end loader to lift and transport bulk materials and/or to load trucks; and may operate backhoe to dig or clean ditches. May perform grounds maintenance tasks and street maintenance tasks, using appropriate hand and power tools and equipment; may operate farm tractor with rotar cutter to mow fields or rights-of-way and performs related tasks as requested.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge of:

- Public Works operations and equipment related to sanitation
- Policies, standard operating procedures and rules of Tuskegee Public Works Department
- Knowledge of the city street system, business, schools, emergency facilities, jurisdiction and city limits
- Reading skills to comprehend directives, rules, regulations and similar non-complex material
- Verbal communication skills to communicate with co-workers, supervisors and the general public
- Skill in operational and safety procedures related to loading, compacting and extracting contents of packer truck
- Skill in operational and safety procedures related to loading and dumping limbs and debris using knuckle boom loader truck
- Skill in operational and safety procedures related to dump truck, front-end loader, backhoe and farm tractor. Leadership skills to instruct, counsel, guide and motivate subordinates
- Ability to follow written and oral commands and directives
- Ability to work in adverse weather conditions and in hazardous environments
- Ability to cooperate and work as a member of a team
- Ability to perform the essential functions of the job with or without reasonable accommodation.

Education/Training:

Graduation from high school or GED. Have 1 year experience in performing sanitation work service maintenance environment. Meet appropriate physical requirements. Hold valid Alabama Drivers License. Hold Commercial Drivers License (CDL).

Date of Announcement: October 5, 2015 Closing Date for Applicants: Open Until Filled

All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: Equipment Operator, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at www.tuskegeealabama.gov

The City of Tuskegee is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising. We e-verify!



City of Tuskegee
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The following position is now open. Applications received after the closing deadline will not be considered.

Position Information

Job Title: Accountant

Department: Finance

Job Status: Regular Full-Time Temporary Full-Time

If temporary, give required dates of service:

Regular Part-Time Temporary Part-Time

From: N/A To: _____

Standard Scheduled Hours: 8 am – 4:30 pm Days to be Worked: Monday – Friday Starting Pay Rate: \$33,000 annually

Position Description

General nature/purpose of work:

Under direction of the Finance Director, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the City's ledgers and subsidiary financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to the finance director.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge of:

- Operations, services and activities of a general accounting program.
- Principles and practices of accounting and auditing including general ledger, debit, credit, journal entries and audit procedures.
- Principles and practices of governmental accounting.
- Computerized accounting and financial systems.
- Methods and techniques of analyzing general ledgers and preparing journal entries.
- Generally Accepted Accounting Principles.
- Principles of municipal budget preparation and control.
- Methods and techniques of preparing financial reports and statements.
- Principles and practices of financial record keeping and reporting.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local codes, laws and regulations.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting.

Experience:

Two years increasingly responsible experience performing journey to complex accounting and finance work, preferably in a municipal setting.

Date of Announcement: November 5, 2015

Closing Date for Applicants: Open Until Filled

All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: Accountant, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at www.tuskegeealabama.gov



City of Tuskegee
POSITION ANNOUNCEMENT

Date Posted: 11/09/2015

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The following position is now open. Applications received after the closing deadline will not be considered.

Position Information

Job Title: Fire Fighter

Department: Fire

Job Status: Regular Full-Time Temporary Full-Time

If temporary, give required dates of service:

Regular Part-Time Temporary Part-Time

From: N/A To: _____

Standard Scheduled Hours: varies Days to be Worked: varies Starting Pay Rate: \$28,000 annually

Position Description

General nature/purpose of work:

Carries out pre-shift activities, responds to emergency calls, carries out procedures at scene, performs non-emergency services, maintains vehicles and equipment, maintains building and grounds, participates in training activities. Receives and determines nature of emergency calls, operates appropriate equipment to perform fire suppression activities as directed; provides first responder medical emergency response at basic life support level; prepares patients and assists paramedics in advanced emergency care. Checks fire hydrant pressure inspects buildings and prepares pre-fire plans; may assist in performing code inspections, investigations and other activities. Attends training and instructor programs and studies technical material; may take residential or on-line academic courses in fire science; and performs related services as requested.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Credentials & Experience:

- Applicant must possess a High School diploma or equivalent
- Must possess and maintain a valid Alabama driver's license
- Must be at least 21-years of age
- Must be CPAT certified
- Must graduate from Fire College
- Must be able to pass a physical agility test, which consists of:
 - 1.5 mile run to be completed within 15 minutes 28 seconds, 25 sit ups to be completed within one minute, 22 pushups to be completed within one minute and an untimed 300 meter nonstop swim.
- If considered for hire applicant must also pass a background check, and a physical and drug/alcohol screening

Credentials & Experience:

Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to travel overnight to attend and participate in meetings and activities. Must be willing to obtain required certifications.

Date of Announcement: November 9, 2015

Closing Date for Applicants: Open Until Filled

All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: Fire Fighter, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at www.tuskegeealabama.gov

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Position Information

Job Title: Police Officer Department: Police
Job Status: Regular Full-Time Temporary Full-Time
 Regular Part-Time Temporary Part-Time
If temporary, give required dates of service:
From: N/A To: _____
Standard Scheduled Hours: varies Days to be Worked: varies Starting Pay Rate: \$28,000 annually

Position Description

General nature/purpose of work:

Provide protection and security of the citizens of Tuskegee. Incumbents provide protection through daily patrol, traffic investigation, and communication efforts. This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property. Under supervision of the Shift Supervisor, performs general and preventive patrol duties; answers complaints and calls for service. Enforces traffic laws and provides traffic control services; investigates accidents and any reported violations; provides public and community relations services to improve police relations; remains current on knowledge and skills pertaining to law enforcement; files and completes required reports.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Credentials & Experience:

- Applicant must possess a High School diploma or equivalent
- Must possess and maintain a valid Alabama driver's license
- Must be at least 21-years of age
- Must be certifiable by the Alabama Peace Officers Standards and Training Commission
- Must be able to pass a physical agility test, which consists of:
 - 1.5 mile run to be completed within 15 minutes 28 seconds, 25 sit ups to be completed within one minute, 22 pushups to be completed within one minute and an untimed 300 meter nonstop swim.
- If considered for hire applicant must also pass a background check, and a physical and drug/alcohol screening

Credentials & Experience:

Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to travel overnight to attend and participate in meetings and activities.

Date of Announcement: November 9, 2015 Closing Date for Applicants: Open Until Filled

All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: Police officer, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at www.tuskegeelabama.gov

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