

**MEMPHIS LIGHT, GAS AND WATER DIVISION
220 SOUTH MAIN – EMPLOYMENT SERVICES – ROOM 101**

**Opening Date: 11/03/17
Closing Date: 11/10/17**

BARGAINING UNIT/NON-EXEMPT

**(The Division will accept bids from employees for the addition of their names to the lists from which future openings for these positions will be filled.)
Bids must be submitted on Oracle. Employees must have successfully completed Placement/Performance exercises prior to submitting bids.**

JOB TITLE	CURRENT SALARY RANGE	DUTIES	WORK ENVIRONMENT	SPECIFICATIONS
Service Dispatcher (Customer Service Dispatching) IRC # 51516	BUSS X \$22.52 - \$29.24 per hour	Receive/route and dispatch by telephone and radio calls for repairs, maintenance and emergencies; prepare/process and maintain maintenance tickets, records, forms and orders; and provide information as requested.	Works in office. Shift work required and occasionally working overtime. Subject to noise, eye fatigue, sitting for long periods of time, and stressful environment including spontaneous decision-making and constant monitoring of radio.	Drug screening, with negative test results, is required prior to entry into this classification. Must be able to differentiate sound patterns, pitch and/or tones. Must successfully complete Color Blind II test. Must successfully complete Data Entry exercises, Group C. Must successfully complete Placement (Group 008 “Dispatchers”)/Performance Exercises.

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Note: Upload your resume in iRecruitment to assist in matching your qualifications with the job specifications. This information must be verifiable in your Personnel file.