

JOB OPENINGS

TELLICO VILLAGE POA

November 16, 2021

Anyone interested in a position below should fill out a TVPOA application at [TVPOA Employment Application](#)

Golf Maintenance (6) Seasonal/Full-time

Golf Maintenance has seasonal positions with full-time hours opening. Responsibilities are mowing, weed-eating, and general landscape work. Must pass drug screen and physical.

Recreation (1) Part-time

Part-time positions available (possibility to go Full-Time). Receptionist duties include cleaning of facility and equipment, customer relations, office administration duties, among others. Working nights and weekends is required. Must be at least 18 years old, computer literacy required. Must be able to pass a drug screen and physical.

Water/Sewer Department (1) Full-time

Water/Sewer Department has full-time positions available. Major duties include reading water meters for residential and commercial customers. Other duties include fixing leaks, maintaining underground pipe, flushing water lines, inspecting water lines and sewer tank installations for new homes, answering service calls. Must be available for call-out work when needed. Valid driver's license and safe driving record required. Must pass drug screen and physical.

Marketing Manager (1) Full-time

Responsible for managing marketing, advertising and promotional materials, staff and activities for the Tellico Village Property Owners Association (POA). Takes steps to measure, enhance, and enrich the position and image of a company through various goals and objectives.

Codes Enforcement Officer (1) Full-time

Assists the Architectural Control Committee (ACC) staff in enforcing compliance with the Declaration of Covenants and Restrictions of Tellico Village. Observes violations of Blue Book and Covenants and Restrictions policies on construction sites. Notifies property owners and contractors regarding violations. Notifies violators of Village policy with respect to illegal construction, signs, nuisances, parking, etc.