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Training
Opportunities

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web:www.knoxvilletn.gov

5018 Civil Engineering Technician I 3/21/24
(Entry-Level and Promotional)
Drug testing may be required

ENTRY-LEVEL SALARY: \$42,764 annually
PAY GRADE RANGE: \$42,764 - \$68,422 annually (Pay Grade 309)
Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.
The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Monday, April 1st, 2024.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

- Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.
- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
 - Graduation from a standard high school or equivalent.
 - Must possess or have the ability to obtain an appropriate Tennessee Driver's License as required by State Law.
 - Ability to become a Municipal Enforcement Officer (unarmed) within the probationary period.

EXAMINATION:

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). Test sections include: Performing Calculations; Effective Working Relations; Public Relations; Communication; Following Instructions; and, Records & Reports.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

GENERAL DESCRIPTION

Under general supervision, performs civil engineering duties as an entry-level technician within the Civil Engineering Division of the Department of Engineering.

ESSENTIAL FUNCTIONS

Performs a variety of drafting work including detailed construction drawings and related topographical profiles and maps based upon accepted drafting principles using both manual and computer-aided (CAD) software.

Conducts research to gather information for a variety of engineering projects.

Investigates and responds to complaints related to civil engineering projects.

Performs basic civil engineering tests such as soil density tests, coring and testing of asphalt and concrete, etc.

Files and maintains various forms, reports, and records.

Participates in conducting land surveys as a member of a survey party and calculates survey closures using coordinate geometry software.

Receives training and instruction in various areas of basic Civil Engineering work.

Assists in inspecting municipal construction projects (e.g., sidewalks, street cuts, storm sewers, etc.).

Performs general labor tasks as part of a survey crew such as: clearing brush and other obstacles from survey line, driving stakes, mixing concrete, digging postholes, operating survey instruments, etc.

MARGINAL FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the basic principles and practices of engineering as applied to civil engineering.

Knowledge of the principles and practices of engineering drafting.

Knowledge of statistical and research procedures as applied to civil engineering problems.

Knowledge of elementary surveying principles, practices and procedures.

Knowledge of algebra, geometry and trigonometry.

Ability to utilize electronic data-processing equipment.

Ability to analyze and interpret data, and to formulate practical recommendations based upon such analyses.

Ability to compile and maintain a variety of records and reports in an organized manner.

Ability to utilize CAD software and electronic data processing equipment.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with the public, coworkers, superiors, etc.

Skill in the use of personal computers associated with word processing and spreadsheet programs.

PHYSICAL REQUIREMENTS

This position is rated for heavy work, requiring the incumbent to exert up to 100 pounds of force occasionally, and/or 50 pounds (or less) of force frequently to lift/carry, push/pull, or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MENTAL REQUIREMENTS

This position requires the use of logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects (e.g., engineer, department manager (single function department), management analyst). A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MINIMUM REQUIREMENTS

Graduation from a standard high school or equivalent.

Must possess or obtain an appropriate Tennessee Driver's License as required by State Law.

Ability to become a Municipal Enforcement Officer (unarmed) within the probationary period.

PREFERRED QUALIFICATIONS

None Indicated.