



GREAT BENEFITS!

- Health Plan
- Pension Plan
- Health, Education, & Wellness Center
- Dental Plan
- Vision Plan
- Deferred Comp
- Spending Accounts
- Life Insurance
- Longevity Payments
- Tuition Reimbursement
- Employee Assistance Program
- Paid Leave
- Paid Holidays
- Sick Leave Bank
- Paid 30 min Break
- Vacation Sell
- Flex Schedules
- 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

5043 Transportation Engineering Technician I 3/18/24
Entry-Level and Promotional

ENTRY-LEVEL SALARY: \$42,764 annually
PAY GRADE RANGE: \$42,764 - \$68,422 annually (Pay Grade 309)
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.
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 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: **Thursday, March 28th, 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 be able to obtain an appropriate TN driver's license as required by state law
- Ability to become a Municipal Enforcement Officer (unarmed) within the probationary period.

PREFERRED QUALIFICATIONS

The hiring authority may give preference to candidates who possess **either** two (2) years' experience performing transportation engineering technician level duties **or** at least two (2) years of Engineering coursework at a CHEA accredited technical school or college.

EXAMINATION:

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). Categories on the test will include: record keeping, working relationships, software operation, following instructions, math, and safety.

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 duties as an entry-level technician within the Transportation Engineering Division of the Department of Engineering including the assistance of engineers in traffic safety and operations projects and the coordination of transportation engineering studies and data acquisition.

ESSENTIAL FUNCTIONS

Conducts a variety of both automated and manual transportation engineering field studies (i.e., traffic volume counts, movement counts, speed studies, vehicle and pedestrian delay studies, parking system audit studies, etc.).

Collects and organizes data - operates automated traffic count equipment, parking systems software, personal computers, and other automated tools and equipment pertaining to the Transportation Engineering Division.

Maintains various records, data, maps, diagrams, and reports related to transportation safety requests, such as the crash records system, parking data management system, etc.

Assists in management & implementation of various programs such as guardrail, sign inventory, traffic calming, parking permits, etc.

Assists in the installation, routine maintenance, removal and relocation of data collection equipment, parking equipment, pavement marking and signs.

Assists in securing collections of system revenues which may include delivery of revenues to the City Finance Department.

Responds and recommends resolution to all requests for service generated by the Transportation Engineering Division, 311, City Departments, and/or outside City agencies.

MARGINAL FUNCTIONS

Performs field inspections related to construction projects and permits.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the basic principles and practices of engineering as applied to traffic control, including traffic control devices and markings.

Knowledge of transportation studies and control devices/markings.

Knowledge of proper public relations techniques and procedures

Knowledge of occupational hazards and safety precautions.

Knowledge of Knoxville city streets, equipment/devices, and geography.

Knowledge of electronic data processing equipment operation and utilization.

Ability to repair and maintain transportation related equipment and devices.

Ability to keep and compile records in an organized manner.

Ability to establish and maintain effective working relationships with the public, developers, consultants, and fellow employees.

Ability to operate personal computers and software related to transportation engineering, in addition to basic Microsoft Office software.

Ability to follow oral and written instructions.

Ability to read, write, and perform basic mathematical calculations.

Ability to work alone or as a team member in dangerous environments (e.g., moving traffic) and extreme weather conditions.

Ability to work overtime after normal workday hours, weekends and holiday.

PHYSICAL REQUIREMENTS

This position consists of primarily medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, or 20 pounds (or less) of force frequently, in order 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 uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situation where only limited standardization exists. 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 be able to obtain an appropriate TN driver's license as required by state law

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

PREFERRED QUALIFICATIONS

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