

**CITY OF JACKSON
JOB POSTING NOTICE**

JOB TITLE: ASSOCIATE ENGINEER
DEPARTMENT: ENGINEERING
EXEMPT: YES
FULL TIME: YES
GRADE: J (RATE OF PAY: \$31.61)

JOB SUMMARY: The person employed in this capacity will perform his/her duties under the direction of the City Engineer. The primary duties consist of assisting the City Engineer and other departments in matters concerning traffic, construction, development, erosion control and drainage.

ESSENTIAL JOB FUNCTIONS:

- Review commercial site plans for compliance to regulations.
 - Review subdivision plats for compliance with applicable ordinances and regulations.
 - Respond to complaints regarding street, environmental and drainage problems from citizens, other departments and officials.
 - Coordinate/assist with various surveying projects.
 - Identify and present engineering recommendations to the Planning Commission on proposed developments.
 - Perform minor traffic studies and/or traffic counts as necessary.
 - Prepare contract documents for road, bridge and traffic signal projects that are planned within the department. Review contracts for projects designed by consulting firms for roads, bridges and traffic signal projects.
 - Prepare estimates for project costs.
 - Monitor, inspect and coordinate commercial construction activities.
 - Review, coordinate and approve road closure requests.
 - Review and inspect compliance of the American with Disabilities Act regulations for improvements to City rights-of-way and facilities.
 - Coordinate activities with the Traffic Sign Staff.
 - Coordinate work with consulting Engineering firms on traffic signals and road improvements.
 - Design and coordinate traffic signal and road improvement projects with JEA, Traffic Sign Department and Street Department.
 - Rate streets for resurfacing projects.
 - Assist in preparation of operating and capital budgets for street, traffic signal and drainage projects.
 - Attend pre-construction conferences for road, signal and drainage projects.
 - Serve as a liaison to Tennessee Department of Transportation (TDOT).
 - Make recommendations concerning capital improvement projects.
 - Perform other duties as may be assigned by the City Engineer or the Mayor.
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TOOLS/EQUIPMENT:

- Drafting instruments; CAD
- Computer
- Surveying Equipment

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:

- B.S. degree in Civil Engineering or a related field
- Professional Engineer in State of Tennessee or eligible for certification
- Valid driver's license

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

- Good oral and written communication skills.
- Core post-degree engineering experience
- Knowledge of subdivision planning, construction standards and regulations
- Experience with applying the Manual on Uniform Traffic Control Devices.
- Able to exercise good judgement.
- Able to maintain an effective working relationship with the general public, contractors, co-workers and others.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land-use developments, construction sites, or public works facilities. Hand-to-eye coordination is necessary to operate drafting instruments, computers and office equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to hold, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk, hear; and smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles such as dust associated with construction, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate with brief exposure to loud noises such as construction equipment.

PLEASE APPLY:

**City of Jackson, Human Resources Department
127 E. Main St., Ste. 303
Jackson, TN 38301**

**APPLICATIONS MAY BE COMPLETED AT: careers.jacksontn.gov
EOE/M/F/V/D**