5024 Civil Engineer I 6/24/2014
(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: $41,249 annually
PAY GRADE RANGE: $41,249-$63,746 annually (Pay Grade 8)

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 www.cityofknoxville.org. 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, July 07, 2014.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)

JOB DESCRIPTION: Under general supervision, performs a variety of municipal civil engineering design, construction and maintenance duties as necessary to complete assigned public works projects.

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.

- A bachelor's degree in Civil Engineering from a college or university accredited by the Accrediting Board for Engineering and Technology (ABET).

The hiring authority may give preference to candidates who possess an Engineer-in-Training Certificate or Engineer Intern Certificate issued by the Tennessee State Board of Architecture and Engineering Examiners.

EXAMINATION

The selection procedure for this position will consist of a Training and Experience Questionnaire (100%)

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.
GENERAL DESCRIPTION

Under general supervision, performs a variety of municipal civil engineering design, construction and maintenance duties as necessary to complete assigned public works projects.

ESSENTIAL FUNCTIONS

Prepares design plans, specifications and contract documents for a variety of municipal public works projects.

Prepares cost estimates for municipal construction and maintenance projects.

Administers less complex construction/maintenance contracts by conducting on-site inspections and making necessary field adjustments, specification interpretations, etc.

Coordinates overall construction/maintenance projects with contractors, utilities and/or other impacted agencies or departments.

Coordinates the activities of technical staff in the completion of plans and specifications, collection of field survey data, field inspections, etc.

Reviews, responds to, and resolves citizen inquiries or complaints with regard to roadway or drainage problems, on-going municipal construction projects, etc.

Performs a variety of complex engineering computations such as horizontal and vertical roadway layouts, drainage studies, etc.

Supervises technical support staff such as engineering technicians, survey crews, etc.

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the basic theories, principles and practices of civil engineering.

Knowledge of current practices in the design and construction of drainage facilities, roads, bridges, pipelines, and other related municipal public works projects.

Knowledge of personal computers and their applications to civil engineering design programs.

Knowledge of the basic principles and practices of engineering drafting and land surveying.

Knowledge of the laws and regulations pertaining to municipal public works design/construction projects.

Ability to analyze civil engineering problems and recommend solutions.

Ability to plan, assign and review the work of others.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to read and interpret construction plans and specifications.

Ability to secure adherence to, and compliance with, construction plans and specifications.

Ability to make and check a variety of complex/difficult engineering computations.

Ability to express ideas clearly, concisely and convincingly.

Ability to prepare concise and effective records, reports and correspondence.
PHYSICAL REQUIREMENTS
This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, and/or a lower amount of force frequently, in order to lift/carry, push/pull, or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS
Uses 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. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS
A bachelor's degree in Civil Engineering from a college or university accredited by the Accrediting Board for Engineering and Technology (ABET).

PREFERRED QUALIFICATIONS
The hiring authority may give preference to candidates who possess an Engineer-in-Training Certificate or Engineer Intern Certificate issued by the Tennessee State Board of Architecture and Engineering Examiners.