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

5025 Civil Engineer 8/20/21
(Entry-Level and Promotional)
(Extended)

Drug testing may be required

ENTRY-LEVEL SALARY: $52,604 annually
PAY GRADE RANGE: $52,604 - $80,115 annually (Pay Grade 9)
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: Thursday, September 9th, 2021.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application if applicable)
- 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.
- A bachelor’s degree in Civil Engineering or equivalent from a college or university accredited by the Accrediting Board for Engineering and Technology (ABET).
- Possession of an Engineer-in-Training Certificate or Engineer Intern Certificate issued by any valid State Board of Architecture and Engineering Examiners.
- Must possess or be able to obtain an appropriate TN driver’s license as required by state law.

EXAMINATION:
Training and Experience Questionnaire (100% of final score).

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
City of Knoxville

Class Title: Civil Engineer
Working Title: same
PCN:

Incumbent: vacant
Created: 06/11/2009
Updated: 07/19/21

GENERAL DESCRIPTION
Under general direction, performs a broad range of both supervisory and technical duties in the areas of municipal civil and environmental engineering planning, design, and construction management. This opportunity allows access and participation on City of Knoxville projects which create and maintain safe, resilient, and sustainable infrastructure. The chosen candidate will have the opportunity to grow professionally through ongoing training, courses, and certifications.

ESSENTIAL FUNCTIONS
Performs complex design responsibilities involving the preparation of plans, specifications, contract documents and cost estimates for municipal construction and maintenance projects such as roadway, drainage, bridge or general site planning.
Performs city-wide planning responsibilities for municipal engineering concerns such as: drainage and floodplain management; erosion and sediment control; right-of-way access control and management; utility coordination and planning; and street light coordination and management; water quality/NPDES permit programs.
Administers construction/maintenance contracts by performing or directing the performance of on-site inspections, specification interpretations and field adjustments, and overall project coordination with contractors, utilities, departments, and industry.
Coordinates and provides direction to technical support staff in the completion of plans and specifications, collection and monitoring of field survey data, and field inspections.
Performs plan review responsibilities to determine compliance with legal requirements and sound engineering standards.
Reviews, responds to, and resolves citizen inquiries or complaints with regard to projects or municipal public works problems.
Performs detailed engineering computations in such areas as hydrology, hydraulics, roadway geometric design, and construction management.
Creates and/or revises detailed design and construction drawings using computer aided design/drafting civil engineering software (CADD software).
Operates a City-owned vehicle to travel to work sites in order to perform field observations and ensure compliance with the project requirements.
Performs related work as required.

MARGINAL FUNCTIONS
None indicated.

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of the theories, principles, and practices of civil and environmental engineering.
Knowledge of current practices in the design and construction of drainage facilities, streets, bridges, multimodal facilities, and other municipal public works.
Knowledge of established design criteria and applicable codes, laws, and regulations pertaining to municipal public works design and construction.
Knowledge of the preparation of engineering drawings and the preparation of plans and estimation of construction costs.
Ability to use computers and software like Word, Excel, Outlook, Adobe and other software for computer aided design/drafting.
Ability to analyze engineering problems and recommend solutions.
Ability to plan, assign, and review the work of others.
Ability to work in a productive manner independently and with others in a team environment.
Ability to establish and maintain effective working relationships with the public, other employees, industry, and regulators.
Ability to make and check moderately complex engineering computations.
Ability to clearly and concisely express ideas in verbal and written form and prepare and maintain 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 or equivalent from a college or university accredited by the Accrediting Board for Engineering and Technology (ABET).
Possession of an Engineer-in-Training Certificate or Engineer Intern Certificate issued by any valid State Board of Architecture and Engineering Examiners.
Must possess or be able to obtain an appropriate TN driver's license as required by state law.

PREFERRED QUALIFICATIONS
None indicated.