



# 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

**5047                      Transportation Engineer                      4/22/24**

Entry-Level and Promotional  
Drug testing may be required  
(Repost)

**ENTRY-LEVEL SALARY:** \$60,173 annually  
**PAY GRADE RANGE:** \$60,173 - \$96,277 annually (Pay Grade 316)  
*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: Friday, May 24<sup>th</sup>, 2024.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)
- Certification (if applicable – upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [Lpeck@knoxvilletn.gov](mailto: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 Engineering from a college or university accredited by the Accrediting Board for Engineering and Technology (ABET), **OR** a minimum of 100 credit hours applicable toward this degree. Employees will be required to complete the curriculum and receive this degree within the first year of employment.
- Must possess or, within the first year of employment, obtain an Engineer-in-Training Certificate or Engineer Intern Certificate issued by any valid State Board of Architecture and Engineering Examiners.
- Must possess or obtain an appropriate TN driver's license as required by state law.

**EXAMINATION:**

- Applicants who **DO NOT** currently possess a valid EI, EIT, or PE certificate: Training and Experience Questionnaire (100% of final score) and Written Examination (pass/fail). Categories on the written exam will include: Current transportation engineering, software, and solving engineering problems.
- Applicants who **DO** currently possess a valid EI, EIT, or PE certification: 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.

- 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

## POSITION DESCRIPTION

### GENERAL DESCRIPTION

Under general direction, performs a broad range of both supervisory and technical duties in the areas of municipal transportation engineering planning, design, and construction management. The chosen candidate will have the opportunity to grow professionally through ongoing training, courses, and certifications.

### ESSENTIAL FUNCTIONS

Supervises engineering technicians in a variety of transportation studies.

Designs new traffic signal installations, determining locations of pole mast arms, signal heads, conduit, pull boxes, detectors and controllers for new signal installations.

Designs channelization devices and special traffic signs and markings.

Assists in review and comment on transportation impact studies, traffic control plans, signs and markings plan, traffic signal modifications plan, or new traffic signal plans.

Addresses requests from local citizens either by telephone, in writing, or face to face concerning specific problems related to traffic control or traffic control devices.

Makes field checks to investigate requests, and makes recommendations.

Prepares detailed cost estimates of traffic control devices.

Prepares specifications for transportation engineering materials and equipment.

Independently evaluates, selects, and applies standard techniques in the preparation of transportation engineering reports.

Completes small projects or portions of larger projects.

Serves as a liaison with other City entities and the public concerning transportation engineering problems.

Meets with contractors and other entities involved to suggest and authorize traffic control plans to be used to detour traffic.

Develops signal timing plans at existing traffic signals or for new traffic signal installations.

Assists in the management of the transportation divisions record systems (database and paper files).

Assists in planning and implementation of special transportation studies for KPD, neighborhoods and administration.

Assists in the traffic signal index process, a systematic look at intersections that may recommend signalization.

Prepares functional plans for roadway improvement.

Operates a City-owned vehicle to travel to work sites in order to perform field observations and ensure compliance with the project requirements.

### MARGINAL FUNCTIONS

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the basic principles and practices of engineering as applied to traffic control and traffic surveying methods.

Knowledge of the basic design, operation, use, and limitations of the various types of traffic control devices.

Knowledge of the principles and practices of supervision.

Knowledge of current developments and literature in the field of transportation engineering.

Knowledge of Knoxville city streets and geography.

Ability to use computers and software like Word, Excel, Outlook, Adobe and other software for computer aided design/drafting.

Ability to learn more specialized software.

Ability to perform advanced investigations and surveys and to offer solutions to complex engineering problems.

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 clearly and concisely express ideas in verbal and written form and prepare and maintain effective records, reports, and correspondence.

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

### PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, 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 Human Resources office for review upon request.

**MENTAL REQUIREMENTS**

This position 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 Human Resources office for review upon request.

**MINIMUM REQUIREMENTS**

Must possess or, within the first year of employment, obtain an Engineer-in-Training Certificate or Engineer Intern Certificate issued by any valid State Board of Architecture and Engineering Examiners.

Must possess or obtain an appropriate TN driver's license as required by state law.

Must possess a bachelor's degree in Engineering from a college or university accredited by the Accrediting Board for Engineering and Technology (ABET),

**OR**

A minimum of 100 credit hour applicable toward this degree. Employees will be required to complete the curriculum and receive this degree within the first year of employment.

**PREFERRED QUALIFICATIONS**

None Indicated.