

CITY OF RED BANK

JOB OPPORTUNITY

Position: Engineering Technician

Dept: Public Works

Salary: \$58,962.00

To be eligible to apply, applicants MUST:

- Be at least eighteen (18) years of age.
- Be a high school graduate or equivalent.
- Be a citizen of the United States.
- Valid Driver's License.
- Not have been convicted of, or plead guilty to, or entered a plea of nolo contendere to any felon charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
- Not have been released or discharged under anything other than an honorable discharge from any armed forces of the United States.
- Be able to pass a criminal background check.

After having met the above requirements, candidates must successfully complete the following:

- Oral interview board composed of a combination of departmental members.
- A comprehensive background check, including but not limited to criminal, financial, and personal history.

Anyone interested in applying for this position may obtain an application at the Red Bank City Hall, 3105 Dayton Blvd., Chattanooga, TN 37415, or online at www.redbanktn.gov

Please submit an application and/or resume in an envelope marked "**Engineering Technician**" to:

City of Red Bank
Attn: Human Resources
3105 Dayton Blvd.
Chattanooga, TN 37415

Applications will be accepted until **Monday, July 22 at 12:00 p.m.**

Applicant must have a valid phone number. Applicants will be notified by phone for information on testing and interview times/dates. Documentation is **required** for any training, education, certifications, or licenses listed on the application.

The City of Red Bank does not discriminate based on race, color, or national origin in federal or state-sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d.)

POSITION DESCRIPTION

Class Title:	Engineering Technician	Classification: non-exempt
Department:	Public Works	Grade Number: 8
Division:	Streets Division/Storm Water Division	
Date:	7/2024	Location: City Hall

GENERAL PURPOSE

The purpose of this classification is to establish efficient management of the City of Red Bank's current and future Capital Projects and related activities. The objective of this position is to provide expanded community services using data collection, planning, design, and coordination along with current tools, trends, and software.

SUPERVISION RECEIVED

- Works under the direction of the Public Works Director.

SUPERVISION EXERCISED

- None

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Serve as an adviser to the Public Works Director
- Support the Board of Commissioners goals for Transportation Improvement and other related goals
- Perform work related to Multi-Modal Transportation planning
- Collect field data by survey, inspection, or other appropriate method; input data into computer files; assist in the update of GIS records
- Prepare updates to stormwater, streets, drainage, sidewalks and sign maps, and as-built plans
- Primarily responsible for the inventory of roads, asphalt conditions, reports, and implementation of a pavement management system
- Primarily responsible for the inventory of sidewalks, connectivity and repairs, reports, and implementation of sidewalk management system
- Primarily responsible for the inventory of street signs, signals and markings, reports, and implementation of a sign management system
- Assist in public works project engineering designs
- Perform construction/engineering inspection, as needed, for capital projects and utility improvements
- Review and approve drawings, plans, and prints related to Capital Projects, infrastructure assessments, and transportation issues
- Perform additional or emergency duties after normal work hours when requested by the supervisor or designee

- Conduct street cut inspections for proper repair in accordance with city ordinances
- Collaborate with the city's Public Affairs Manager to engage residents with social media, public announcements, and monthly newsletter articles for information pertaining to Public Works Department services
- Assist with the maintenance of files; perform clerical and other duties as assigned
- Any other duties as assigned

PERIPHERAL DUTIES

- May be called upon to serve on special committees and boards to provide staff support.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Specialized training, beyond high school, normally gained in a certification program of no more than 18 months duration or an associate degree in a qualifying engineering field
- Must possess the ability to acquire necessary credentials as may be required for Construction Engineering Inspection (CEI), local government training for grant requests, and others that may arise

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City, State, and Federal regulations
- Must have the ability to communicate technical information and requirements in a clear and accurate fashion both verbally and in writing
- Must be proficient in MS Office 365 applications (Word, Excel, PowerPoint) and website research
- Must be proficient in the use of a Smart Phone, Tablet, and similar communications devices
- Must have the ability to develop rapport with a variety of people and elicit cooperation
- Must have the ability to organize daily work schedule, meet all deadlines, and track work details
- Must have the ability to make field decisions based on adopted codes, ordinances, policies, and standards

SPECIAL REQUIREMENTS

- Must have a valid State Issued Driver's License
- Shall devote full time to the duties of this office
- Shall maintain normal office hours between 8:30 a.m. and 4:30 p.m., Monday through Friday with the ability to flex the weekly schedule to accommodate working special events on weekends or after hours as needed
- Shall be available via cellular telephone at all reasonable hours

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:

- While performing the duties of this job, the employee may frequently be required to sit and talk or hear.
- The employee is frequently required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color 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 essential functions.
- The employee may be exposed to temperature extremes and will have limited exposure to dangerous equipment, chemicals, loud noise, and noxious odors and fumes.
- Casual business attire is required.

OTHER

- The statements contained in this job description reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak work periods, or to otherwise balance the workload.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Supervisor

Approval: 
Appointing Authority

Effective Date 7/1/2024