



# Career Opportunities

**KNOXVILLE UTILITIES BOARD IS AN EQUAL OPPORTUNITY EMPLOYER**

**KUB EMPLOYMENT OPPORTUNITY  
Safety and Environmental Compliance Student  
Vacancy # 13123**

**Posting Date:** 7/15/2013  
**Closing Date:** 8/2/2013  
**Position Type:** Temp/Part-Time

**Pay Plan:** Student  
**Pay Grade:** 1, 2  
**Pay Range:** \$10.00 - \$18.50

### Job Information

**Job Classification:** Student  
**Department:** 085 Safety and Technical Services  
**Work Location:** 4505 Middlebrook Pike  
**Work Schedule:** 15 - 29 hours / week: M - F

**Work Description:** This position is intended to support safety and environmental regulatory compliance initiatives. Duties may include, but will not be limited to, conducting research and drafting concise summaries on safety and environmental issues, regulations and technologies; assisting with the development of procedures, spreadsheets, job aids and training materials; assisting with or conducting field assignments, site visits, facility audits and inspections; assisting with the development of safety or environmental event materials for school age children and conducting administrative duties such as filing, data entry, and data analysis. Other projects, tasks, and duties will be assigned as needed.

**Note:** For more specific information regarding this position, please contact Human Resources.

### Minimum Qualifications

- Must be a full-time student of an accredited college or university and maintaining active student status in good standing
- Must have and maintain a cumulative grade point average (GPA) of 2.5 or better
- Must be pursuing an undergraduate Associates or Bachelors degree, or a graduate-level degree
- Must possess basic computer skills
- Must be available to work a minimum of 15 hours per week Monday through Friday

**Physical Demands:** Physically able to perform the required tasks and responsibilities; the physical requirements for a specific positions will be described to the applicant immediately prior to or during the interview.

### Preferred Qualifications

- Pursing an Associates, Bachelors or advanced degree in Safety, Environmental Sciences, or other related science degree from an accredited college or university.
- Ability to write reports, summaries and articles that require minimal review
- Strong verbal and written communications skills
- Strong organizational skills

### Selection Process

(Subject to change)

Phase 1	Submit online application
Phase 2	Experience, training and education evaluation
Phase 3	Interview with department representatives
Phase 4	Written, performance and behavioral exercises
Phase 5	Background investigation
Phase 6	Physical assessment

If special accommodations are needed at any phases of the selection process, please notify Human Resources in advance.

### NOTES

Only candidates submitting a completed KUB application and completing each component of the selection process will be considered for KUB positions. KUB does not accept unsolicited applications. Completed applications are only considered for advertised vacancies. Please, no third party inquiries. Due to the volume of applications and resumes we receive, only applicants invited to interview will be contacted.

Applicants should apply on all positions of interest. KUB reserves the right to consider applications for additional vacancies in the same classification within 120 days of the original posting, after which time, applicants must reapply to be considered for any openings.

It is the applicant's responsibility to provide correct and updated contact information to KUB during the active period of the application. If KUB is unable to contact the applicant because the information on the application is no longer correct, the application will be considered inactive and the applicant no longer eligible for employment.

For more specific information regarding this position, please contact Human Resources.

**Knoxville Utilities Board, Human Resources Department, 4505 Middlebrook Pike, Knoxville, TN 37921-5530  
Employment Opportunity Line: (865) 558-2420, Telecommunications Device for the Deaf (TDD): (865) 558-2688**