

## KNOXVILLE UTILITIES BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

### KUB EMPLOYMENT OPPORTUNITY GIS Mapping Student – Gas Systems Engineering Vacancy 17128

**Posting Date:** 08/22/2017  
**Closing Date:** 09/12/2017  
**Position Type:** Temp/Part-Time

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

#### Job Information

**Job Classification:** Student  
**Department:** 072 Gas Systems Engineering  
**Work Location:** 4505 Middlebrook Pike  
**Work Schedule:** 15 - 29 hours/week: M - F, 7:00am - 5:00pm

**About KUB:** The Knoxville Utilities Board (KUB) is one of the largest public utilities in the country providing electric, gas, water, and wastewater services to more than 453,000 customers in Knoxville and parts of seven surrounding counties. We exist to serve our customers, improving their quality of life by providing utility services that are safe, reliable, and affordable. And our mission is about more than just pipes and wires. It's about being good stewards of our community's resources: utility assets, customer dollars, and the environment. We work to safeguard those resources and enhance their value for the people of the communities we serve and generations to come.

**Work Description:** Uses CADD, ESRI, and ArcGIS software to produce maps that represent the location of specific utility facilities. Develops tables and maps using data from a geographic information system (GIS). Utilizes both Excel and Access to query specific data. Assists with utility records research, data validation, data analysis, and problem resolution. Assists with preparation of work site drawings and special sketches. Must be flexible in performing daily tasks and accepting additional duties as needed.

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

#### Minimum Qualifications

- Must maintain full-time student status
- Have and maintain a cumulative grade point average (GPA) of 2.5 or higher
- Must have a valid driver's license
- Must be able to work a minimum of 15 hours per week, Monday through Friday, between 7:00am – 5:00pm.
- Effective oral and written communication skills
- Must possess skills in MS Office applications, specifically Word, PowerPoint, and Excel

**Physical Demands:** Sedentary work exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve bending, stooping, reaching, walking, or standing for brief periods of time.

#### Preferred Qualifications

- Pursuing an Associates, Bachelors, or a Graduate-level degree in GIS, Geography, or related field
- Experience with using MS Office, Microstation, AutoCad, and/or Geographical Information Systems (Intergraph and/or ESRI)

#### Selection Process

(Subject to change)

Phase 1	Submit online application at <a href="http://www.kub.org">www.kub.org</a>
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.