

Job Description

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Job Title	Engineering Associate - GIS/Mapping	Job ID	17416
Location	HOC Campus - Middlebrook Pike	Full/Part Time	Full-Time
Regular/Temporary	Regular	Favorite Job	
Salary	\$44,200.00 to \$76,100.00 USD		

Equal Employment Opportunity**KNOXVILLE UTILITIES BOARD IS AN EQUAL OPPORTUNITY EMPLOYER****Job Information****Job Classification:** Engineering Associate**Department:** 072 Gas Systems Engineering**Work Location:** 4505 Middlebrook Pike**Work Schedule:** 40+ hours / week: M - F

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 459,000 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: Maintains and updates KUB' utility records, mapping and asset management systems using ESRI, Microstation, and other CAD software. Responsible for using KUB's Asset Management System, Maximo, Geographic Information System, ESRI, and Microsoft databases to keep field assets appropriately mapped. Responsible for quality control of field inspector and construction crew project drawings. Maps and abandons all new utilities to include mains, services, and other appurtenances. Responsible for ensuring customer meter and service information is correctly associated with Customer Information System software. Manages record drawings and other valuable documents needed to maintain a living record system for KUB's gas system and serves as a resource for researching historical documents as needed for project planning. Uses ArcMap to develop maps and provide information graphically to effectively manage and support programs. Analyzes data using Maximo, Excel, Access, GIS, field book drawings, and ArcMap on a daily basis. Reads and interprets engineering construction plans. Provides technical assistance to other employees, customers, consultants, and contractors. Works on special projects and assignments as required Works independently and is expected to be self-motivated and flexible in multitasking to perform daily tasks, project work, and accepting additional duties as needed.

Qualifications**Minimum Qualifications**

- Associates degree in Information Technology, Geographic Information, Engineering Technology, or similar area of study from an accredited community college or university
- Good written and oral communication, interpersonal, and team skills
- Good personal computer skills with the ability to learn and use KUB GIS Webviewer, Microstation, ArcMap, Maximo, Access, and Excel
- Ability to read and understand field book and construction drawings, standards, and specifications
- Ability to research existing KUB record drawings to facilitate renewal projects and programs
- Ability to work independently on multiple projects in a timely manner
- Valid driver's license

Physical Demands: May require walking up to five miles per day over rough and/or hilly terrain when assisting with field surveying and layout work. Requires above normal mental and visual alertness quite frequently. Position may require ability to: drive vehicles; bend, stoop and lift various objects weighing 10-75 lbs two to three times per week; and work in all types of weather, with exposure to equipment and machine noise, dirt and traffic. **Note:** The physical demands described above are intended to relate the approximate physical demands of the classification. Physical demands for a specific position within this classification may vary and/ or exceed those demands described above. Additional information regarding specific positions is available in Human Resources.

Preferred Qualifications

- Bachelor's degree in Information Technology, Geographic Information, Engineering Technology, or similar area of study from an accredited community college or university
- Two (2) or more years of experience in engineering or construction industry, preferably with a public utility
- Knowledge of GPS technologies and tracking software
- Excellent personal computer skills including spreadsheet reporting, word processing, presentations, Geographical Information System, and project management software
- Strong interpersonal and team skills
- Experience with MicroStation, ArcMap, GIS, Asset Management, and data analysis
- Experience dealing with customers and the general public

Selection ProcessPhase 1 Apply online at www.kub.org

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 and/or drug screen

If special accommodations are needed at any phase 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 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.

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