



West Knox Utility District

<u>Department:</u> Engineering	<u>Job Title:</u> Entry-Level Civil Engineer
<u>Reports to:</u> Lead Engineer	<u>FLSA Status:</u> Non-Exempt - Hourly

General Summary of Overall Responsibilities:

The Entry-Level Civil Engineer will support planning, design, construction, and asset management activities for water distribution, wastewater collection, and treatment system projects. This role is ideal for recent graduates or early-career professionals who want hands-on experience with real infrastructure challenges and the opportunity to work alongside experienced engineers.

This position is considered to be “Safety Sensitive” as defined in Tennessee Drug Free Workplace Programs Chapter 0800-02-12-03.

Essential Job Functions

- Assist with the design and analysis of water and wastewater infrastructure, including pipelines, pump stations, storage facilities, and treatment systems
- Prepare engineering drawings, technical reports, cost estimates, and project documentation
- Support construction administration activities such as submittal review, field inspections, and coordination with contractors
- Conduct field investigations, site visits, and data collection to support engineering evaluations
- Assist with hydraulic modeling, GIS mapping, and asset management updates
- Collaborate with internal departments, consultants, regulatory agencies, and community stakeholders
- Ensure compliance with local, state, and federal regulations
- Perform other duties as assigned to support the Engineering Department

Qualifications

Required

- Bachelor’s degree in civil engineering or a closely related field
- Recent graduates or candidates that will graduate in spring of 2026 are encouraged to apply
- Strong interest in water and wastewater systems
- Ability to work both independently and as part of a team
- Valid driver’s license

Preferred

- Engineer-in-Training (EIT) certification or ability to obtain within 12 months
- Experience with AutoCAD, Civil 3D, GIS, or hydraulic modeling software
- Internship or co-op experience in municipal utilities, consulting, or construction

Environmental Conditions

- Work around dust, fumes and gases.
- Work inside where temperature and conditions are controlled.
- Often work in areas of temperature and humidity changes.
- Work on slippery or uneven surfaces.
- Work around odors, solvents, dirt, mud, grease, oil, or chemicals.
- Work around raw and treated sewage and sludge.

Physical requirements

- Requires frequent sitting, standing, walking, stooping, climbing, bending, twisting, crouching, crawling, and kneeling, etc.
- Requires hearing, talking, and both near and far vision.
- Frequently requires depth perception, visual accommodation and color vision.
- Frequently works around moving machinery.
- Minimal lifting to a maximum of 40lbs.

Equal Employment Opportunity

WKUD provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, gender, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

This job description reflects the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. WKUD may change the specific job duties with or without prior notice based on the needs of the organization.

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