

MURFREESBORO
ELECTRIC
D E P A R T M E N T

TO: Engineering Technician Applicants

FROM: Human Resources Department

DATE: August 29, 2019

RE: Instructions for Completion of Job Application

1. Please review entire job description thoroughly before completing job application to ensure that you meet all qualifications.
2. Fill in all blanks when completing an application Do not use “see resume” for the answer to any question.
3. If a question does not apply, you may answer NONE, N/A, or Not Applicable.
4. You may include a resume with completed application. MED will not accept letters of recommendation, certificates, photographs, etc., with application. Any of these items received by MED will be returned to the applicant; however, you may provide these items to your interviewer should you be called in for an interview.
5. Interested applicants should return completed application to Human Resources, at GDix@medtn.com or by mail or delivery to Murfreesboro Electric Department, 205 North Walnut Street, P.O. Box, 9, Murfreesboro, TN 37133-0009, **no later than September 13, 2019 by 4:00 p.m.**



**MURFREESBORO ELECTRIC DEPARTMENT
ENGINEERING TECHNICIAN**

Salary Range: \$50,848/\$58,462/\$62,269/\$66,075/\$73,689
Opening Date: August 29, 2019
Closing Date: September 13, 2019

Position Summary: The Engineering Technician is under the direct supervision of the Director of Engineering. The Engineering Technician will provide assistance by designing and coordinating the installation of electrical supply for new developments, private lights, permanent and temporary services, and the replacement of MED facilities due to age or damage. Also, help facilitate the day-to-day workflow functions within the Engineering Department. The normal work hours are Monday-Friday from 7:00 a.m. until 4:00 p.m. with a one-hour lunch break. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

Equipment / Job Location:

- The employee operates light duty vehicles; operates electrical test equipment; operates a transit and other survey equipment; uses a personal computer; uses a scientific calculator.
- Work is characterized by the necessity for some physical exertion throughout the workday and working outdoors under occasionally adverse weather conditions. Work involves the ability to carry test equipment up to approximately 50 pounds. The employee will be exposed to occasional loud noise, dirt, and dust.

Essential Functions of the Job:

- Design and coordinate the installation of residential and commercial electrical supply and services for specific developments.
- Design and coordinate the installation of MED Capital projects, TDOT projects, and City of Murfreesboro projects.
- Design and coordinate the installation of permanent services, temporary services and private light installations.
- Design and coordinate the replacement of MED facilities due to age or damage, e.g., poles, transformers, vaults, streetlights.
- Coordinate the installation of new pole attachments and update joint-use/joint-attachment records.
- Design and coordinate the acquisition of customers and material due to annexations.
- Inspect ditches and other facilities for underground electric distribution lines as needed.

- Update and keep current various databases, e.g., NJUNS, City address changes, GIS data files, etc.
- Participate in the City of Murfreesboro Site Plans Review process.
- Review, approve, and sign plats.

Applicant should be:

1. Familiar with operation of a PC, Microsoft Office, GIS, and engineering related software.
2. Able to revise and update maps using GIS software.
3. Locate underground electric distribution lines as needed.
4. Acquire GPS data as needed.
5. Adhere to all safety rules and procedures.
6. Adhere to all policies contain in Employee Handbook
7. Communicate professionally with MED customers, employees, contractors, and business partners.

Other Responsibilities:

- Assist the Director of Engineering and other Engineering Department personnel as needed with all related duties of the Engineering Department.
- Perform other duties specified by the Director of Engineering and General Manager.
- Perform emergency duty as required after normal work hours.

Education, Experience and Skills Required:

- Legal authorization to work in the United States.
- Pass pre-employment drug/alcohol screen.
- Associate Degree in Engineering Technology, Surveying, Mapping, or related field preferred.
- Proficiency using a personal computer.
- Legal Tennessee driver's license.
- Ability to work with entire Electric Department staff and general public.
- Ability to lift equipment weighing up to 50 pounds.
- Ability to report for work on time and perform the duties of the job for an entire day.
- Pass physical abilities test/post offer screen for employment.
- Ability to follow oral and written instructions.

MED is an Equal Opportunity employer and a TN Drug-Free Workplace Program participant. All MED facilities and vehicles are tobacco-free.