



Accounts Receivable Associate

Company: Knoxville Utilities Board

Job # 00748

Department: Fiber Prod & Bus Supp

Classification: Business associate

Date: Jan 1 – Feb 18, 2025

Location: 445 S. Gay Street Knoxville, TN

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Overview:

Performs Accounts Receivable functions. Works cooperatively and effectively with a variety of groups and individuals to analyze and resolve issues. Should be detail oriented and focused on quality and excellent customer service. Must be flexible in performing daily tasks and willing to accept additional duties as needed. Work hours include 40+ hours per week Monday- Friday. Annual rate \$37,500 - \$70,100.

Major Duties/ Responsibilities:

- Billing
- Customer payment processing
- Resolving billing errors
- Administrative tasks (timekeeping)
- Other analytics as required

Physical Requirements:

- Sedentary work
- Exerting up to 10 pounds of force occasionally
- May involve walking or standing for brief periods of time.

Minimum Requirements:

- Associate's degree or two years of documented college level course work in accounting, business or related area
- One to three years of demonstrated experience in related field, such as Accounting or Business Management, or recognition as a subject matter expert
- Strong computer skills including knowledge of Microsoft Excel and Word
- Excellent written and oral communication skill
- Good analytical and problem-solving skills
- Ability to efficiently work independently and within a team
- Ability to work with confidential information and exercise discretion
- Valid Driver's license

Preferred Requirements:

- Two years of experience in Accounts Receivable

KUB Benefits:

- Health benefits with low premiums and deductibles
- Benefits start on day one
- 401K Contribution and match
- PTO available for use after your first pay period
- 11 paid holidays
- Free financial advising
- Educational assistance and professional development opportunities
- Employee physical and mental wellness programs

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Part-Time Custodian

Company: Oak Ridge Associated Universities

Reference#: 2025-1867

Organizational unit: BUSOPS-FTD-FMS

Appointment type: Temporary

Location: Oak Ridge, Tennessee

Date Posted: Feb 11, 2025

Salary Range: \$15.75 to \$21.06 an hour

APPLY NOW

<mailto:work@orau.org>

Overview:

Provide a full range of routine cleaning and special projects (stripping, waxing, buffing, shampooing, and furniture cleaning). Custodial practices are performed up to a level 2- ordinary tidiness level. Other duties include knowledge and skills to clean laboratories to a Level 1- orderly spotlessness. Employee will be assigned to work at one or more of the Oak Ridge Associated Universities/ Oakridge Institute for Science and education (ORAU/ORISE) buildings and may be required to fill-in for other employees who are on leave and/or temporarily assigned elsewhere. The employee will be required to learn custodial preferences at several sites. Normal shift work begins at 3:00 PM or as directed. Occasional overtime work on short notice and assignments to perform weekend special projects services may also be required. The employee may also be required to move furniture or otherwise prepare rooms for meetings and events.

Essential Job Functions:

- Perform daily detailed cleaning of laboratories, to a level 1- orderly spotlessness.
- Perform daily detailed cleaning of offices, conference rooms, restrooms, kitchens, hallways, and other buildings interior spaces and building surfaces to a level 2- ordinary tidiness
- Remove trash, clean door glass, water fountains, baseboards, air diffusers, etc., as assigned. Sweep walkways, steps, and police building exterior areas.
- Special-project cleaning- strip, wax, and buff floors. Shampoo and extract carpet areas. Clean furniture utilizing commercial high-speed and slow-speed buffers and carpet extractors
- Routine administrative and training activities (E-mail, timekeeping, ORAU Newline, web-based compliance required training) utilizing a computer
- Move or rearrange furniture and equipment for setup of meetings and events
- Inventory and replenish custodial supply stocks

Job Requirements:

- High school diploma and 2 years of job-related experience (higher level education above minimum may count for additional experience)
- Previous custodial experience in a commercial business or institutional setting to include offices, conference rooms, kitchens, and restrooms cleaning
- Knowledge and use of various custodial cleaning techniques, equipment, chemicals, custodial supplies, and personal protective equipment (PPE)
- Must have skills and experience operating commercial vacuum cleaners, buffers, and carpet extractors and be able to strip and wax floors and shampoo carpet without supervision or assistance
- Must be able to use a computer and commercial email software
- The ability to perform detailed cleaning of various interior building spaces un office and laboratory areas in a consistent and high-quality manner
- Must be able to think through each routine task and plan for and apply safety principles

Total Rewards:

- Legally require benefits
- Retirement plan access
- Travel accident plan

The ORAU reward package also promotes work-life balance. Mindful of the need for employees to care for themselves and their families, ORAU offers the following additional benefits based on employee eligibility.

- Paid time off (PTO)
- Paid Holidays
- Flexible work schedules or compressed work weeks
- Occupational health and Wellness Programs
- Employee assistance programs

[APPLY NOW](#)



Network Engineer:

[Apply Now](#)

Date: Feb 4-18, 2025

Location: 4505 Middlebrook Pike Knoxville, TN 37921

Company: Knoxville Utilities Board

Job # 00751

Overview:

Knoxville Utilities Board (KUB) is now seeking network engineers. The individual filling the position will work with customers, the networking team, and other IT staff. Work hours are 40+ hours per week, working Monday through Friday. Annual rate \$63,200 - \$117,700.

Major duties/Responsibilities:

- Developing solutions to complex problems
- Providing technical support
- Testing and problem-solving diagnostics on a Cisco network.
- Must manage assigned systems including system reliability, patching, security, back-ups, and change management

Position Requirements:

- Working stand-by, working after hours/ weekends, and on call duties
- Traveling within the KUB service territory to remote KUB locations for installs, troubleshooting, and problem solving

Physical Requirements:

- Sedentary work, in normal office settings and field work
- Exerting up to 25 pounds of force occasionally
- Be able to bend, stoop, and lift
- Be able to climb steps and work from ladders un a combination of office and field environments
- Physical demands for a specific position may vary or exceed the demands described above

Minimum requirements:

- High School Diploma or Equivalent
- Ability to properly install, configure, support, and manage Cisco network devices and Microsoft Windows servers
- Working IT knowledge and understanding of IT security and secure network design
- Ability to obtain and maintain a valid Tennessee's driver's license

Preferred Requirements:

- Bachelor's degree in computer science or related experience
- 2+ years of Windows system administration and field management experience
- Avaya VOIP phone system administration and field management/exposure
- Experience with the administration of Cisco devices including Identity Services Engine (ISE), wireless, switches, and routers
- Knowledge of network protocols, BGP, OSPF, OTV, VLAN, 802.1x, DNS, and DHCP
- Have or is working toward gaining Microsoft Certifications, A+, Network+, Cisco and/or IT Security certifications
- Experience working on telecommunications in remote locations
- Knoxville Utilities Board is an Equal Opportunity Employer

KUB Benefits:

- Health benefits with low premiums and deductibles
- Benefits start on day one
- 401K Contribution and match
- PTO available for use after your first pay period
- 11 paid holidays
- Free financial advising
- Educational assistance and professional development opportunities
- Employee physical and mental wellness programs

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Mechanical Engineering Co-op:

[Apply Now](#)

Date: Feb 4, 2025 – Mar 7, 2025

Location: 4505 Middlebrook Pike Knoxville, TN 37921

Company: Knoxville Utilities Board

Job # 00755

Overview:

Candidate fulfilling position will join Knoxville Utilities Board's (KUB) Gas Systems engineering Department and complete a 12-month Co-op program starting June 2025 through June 2026 assisting with all phases of capital improvements and maintenance. Which includes, but is not limited to, planning, design, drafting, preparing and reviewing bid documents, developing cost estimates and coordinating with multiple departments and external contacts to meet project deadlines. Work hours include 40 hours per week, Monday through Friday. Hourly Rate: \$20 per hour.

Work activities include:

- Mixture of office and field work
- Perform other duties as assigned

Physical Requirements:

- 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, including the human body.
- Physical demands for this position may vary and/or exceed those demands described above

Minimum Requirements:

- Must maintain full-time student status of an accredited college or university pursuing a Bachelors, or a graduate-level degree
- Must have and maintain accumulative grade point average (GPA) of 2.5 or higher
- Must be available to work 40 hours per week M-F between 7:00AM- 5:00PM
- Must have gppd oral and written communication skills and work well in a team environment
- Valid driver's license

Preferred Requirements:

- Pursuing a bachelors or graduate level degree in Electrical Engineering, Mechanical Engineering, Environmental Engineering, Civil Engineering, Biosystems Engineering, Environmental Engineering, or related Engineering field from a four-year ABET- accredited college or university.
- General knowledge of or ability to learn Microsoft Word, Excel, project, PowerPoint, ESRI ArcMap, and computer-aided drafting programs, such as MicroStation or AutoCAD

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Service Technician:

Date: Feb 7-21, 2025

Company: Knoxville Utilities Board- Meter Systems Department

Location: 4505 Middlebrook Pike Knoxville, TN 37921

Job # 00761

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Overview:

Under general supervision and with an emphasis on safety, performs a wide variety of duties to support day-to-day operations of the Advanced Metering Infrastructure (AMI) system, including system setup and configuration. Subject to hazards such as asphyxiation, explosions, burns, electrical shocks, falls, etc. Work hours are 40+ per week, Monday through Friday and includes various shifts and standby. Annual rates are \$44,600 - \$66,900

Major Duties/ Responsibilities:

- Meter reading, installation, maintenance, testing, programming, removal, repair, starts, stops, and replacements, primarily focusing on natural gas and including electric and water meters located within the KUB service area.
- Entering the customer's premise to relight gas equipment
- Emphasis on safety
- Perform a wide variety of duties to support day-to-day operations of the Advanced metering Infrastructure (AMI) including, system setup and configuration.
- Response to system notification messages, investigation of tamper alerts, troubleshooting, problem resolution, reporting, training, and documentation
- Must be able to complete all orders electronically on a handheld device or computer and use various applications to monitor and troubleshoot AMI systems
- Provide consistent, excellent customer service on behalf of KUB
- Responsible for the safe operation and inspection of assigned vehicles and equipment

Physical Requirements:

- Frequent bending, stooping, and lifting in confined spaces where conditions are cramped, and headspace is often limited
- Must be able to work in vaults and manholes
- Work outside most of the time, from a KUB vehicle, on customer property, in customer facilities, and in various weather conditions.
- Frequently requires above normal visual and mental alertness
- Must be able to climb steps and work from ladders
- May be required to lift, push, or pull 50 pounds
- Work extended hours during emergency situations

Minimum Requirements:

- High School Diploma or equivalent
- Posses a high degree of mechanical, electrical, and problem-solving aptitude as well as the ability to read and utilize electrical schematics, piping diagrams, and operations/maintenance manuals
- Must have excellent deductive reasoning ability, good dexterity, and is adept at using hand tools and equipment
- Can work independently and within a team
- Ability to function effectively and remain calm during emergency situations
- Valid driver's license

Preferred requirements:

- Associates degree or two years of technical training in a related field (electrical, mechanical) or the equivalent – high school plus two years of experience in electric, water, or natural gas meters and equipment
- Ability to completely function in all related support and IT systems used within the Meters Department (i.e., Geographic Information Systems (GIS), fieldwork, Customer Information Systems (CIS), Outlook, Word, Excel, Nomad handhelds, etc.) in addition to query and SQL
- Have (1) year of experience or training in electrical, mechanical, or natural gas measurement and installing piping
- Training in the International Fuel Gas Code and 49 CFR 192 and extensive experience with piping

KUB Benefits:

- Health Benefits with low premiums and deductibles
- Benefits start day one
- 401K contribution and match
- PTO available after first pay period
- 11 paid holidays
- Free financial advising
- Educational assistance and professional development opportunities
- Employee physician and mental wellness programs

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Seasonal Laborer (Temporary)

[Apply now »](#)

Date: Jan 22, 2025

Location: Oak Ridge, TN, US, 37830

Company: Oak Ridge National Laboratory

Requisition Id 14433

Overview:

The Oak Ridge National Laboratory (ORNL) is seeking to hire laborers for seasonal work (April – November) in support of the Logistical Services Division. The start and duration of employment will vary based on workload demands but will in no case extend beyond November 30, 2025.

Major Duties/Responsibilities:

- Mowing, cutting and trimming grass
- Planting and pruning trees and shrubs
- Cutting and clearing heavy brush
- Carrying out other landscaping tasks as assigned
- Cleaning grounds, walk-ways, and shops
- Performing heavy manual work such as digging, running a jackhammer, and other small machines
- Material handling such as moving heavy furniture and other objects
- Maintaining roadways including but not limited to patching asphalt
- Performing minor work in support of other trades
- Completing other tasks as directed by management
- Deliver ORNL's mission by aligning behaviors, priorities, and interactions with our core values of Impact, Integrity, Teamwork, Safety, and Service. Promote equal opportunity by fostering a respectful workplace – in how we treat one another, work together, and measure success.

Basic Qualifications:

- Requires a High School diploma or GED
- One year of general labor experiences such as roads and grounds maintenance, delivery of materials and supplies, supporting craft workers, material handling, and other typical laborer skills and experience.
- Work will involve various physical requirements and as such a post-offer, pre-hire physical will be required.

Preferred Qualifications:

- Two years of general laborer experience in roads and grounds maintenance
- Ability to perform basic trade skills and observe all safety rules and regulations
- Formal training programs and industrial experience are a plus
- Must follow oral or written instructions, therefore should be able to comprehend verbal and written instructions as well as read and write
- The work frequently requires working with people and the ability to maintain a good working relationship with fellow employees

Special Requirements:

Physical Requirements: Work involves various physical requirements and working conditions. As such, a pre-hire physical will be required after offer.

Visa Sponsorship: Visa sponsorship is not available for this position.

Benefits at ORNL:

ORNL offers competitive pay and benefits programs to attract and retain talented people. The laboratory offers many employee benefits, including medical and retirement plans and flexible work hours, to help you and your family live happy and healthy. Employee amenities such as on-site fitness, banking, and cafeteria facilities are also provided for convenience.

Other benefits include the following: Prescription Drug Plan, Dental Plan, Vision Plan, 401(k) Retirement Plan, Contributory Pension Plan, Life Insurance, Disability Benefits, Generous Vacation and Holidays, Parental Leave, Legal Insurance with Identity Theft Protection, Employee Assistance Plan, Flexible Spending Accounts, Health Savings Accounts, Wellness Programs, Educational Assistance, Relocation Assistance, and Employee Discounts.

If you have difficulty using the online application system or need an accommodation to apply due to a disability, please email: ORNLRecruiting@ornl.gov

This position will remain open for a minimum of 5 days after which it will close when a qualified candidate is identified and/or hired.

We accept Word (.doc, .docx), Adobe (unsecured .pdf), Rich Text Format (.rtf), and HTML (.htm, .html) up to 5MB in size. Resumes from third party vendors will not be accepted; these resumes will be deleted and the candidates submitted will not be considered for employment.

If you have trouble applying for a position, please email ORNLRecruiting@ornl.gov.

ORNL is an equal opportunity employer. All qualified applicants, including individuals with disabilities and protected veterans, are encouraged to apply. UT-Battelle is an E-Verify employer.

[Apply now »](#)



Medical Technologist

Company: Oak Ridge Associated Universities

Organizational Unit: ORISE-HS-BE

Appointment: Full-Time Regular (FTR)

Location: Oakridge, TN (On-site)

Date: Feb 12, 2025

Salary Range: \$62,483 - \$86,931

This position will be required to work full-time on-site at the Oakridge, TN office.

[APPLY NOW](#)

Overview:

To perform the Beryllium Lymphocyte Proliferation Test (BeLPT) under strict biohazard and radiology safety guidelines to protect the patient, the employee, and the environment. The ORISE Beryllium Laboratory is one of only three facilities in the US currently performing the test known as BeLPT. The procedures involve testing lymphocytes and beryllium exposed workers to determine whether their cells have become sensitized to beryllium. The cells are observed and are compared to control cells cultures without exposure to beryllium. The BeLPT test results are an indicator of beryllium sensitivity and possible indicator for chronic beryllium Disease (CBD).

Essential Job Functions:

- Become Knowledgeable about the hazards of the laboratory and the necessary equipment and procedures to protect the patient, the employees, and the environment through required ORAU and lab specific training
- Attention and strict adherence to quality control measures are required to maintain lab's Quality Management/Quality Assurance (QM/QA) policies, College of American Pathologists (CAP) accreditation, and International Organization for Standardization (ISO) Standards.
- Participate in review of all lab's policies and procedures held under document control. Provide feedback for updates, changes and improvements.
- Perform all steps of BELPT procedure: Separate lymphocytes from whole blood using density gradient, counting blood cells, and inoculating cultures in microtiter plates.
- Harvest cultures and counting radioactivity using specialized equipment designed for 96 well Microtiter plates
- Analyze statistical data to interpret LPT which generates patient reports and data that must be managed electronically. Analysis requires strict attention to detail in order to correctly identify data for each individual's LPT. Patients' confidentiality is preserved and adherence to HIPAA is strictly enforced
- Assist in receiving laboratory supplies and equipment. Keep laboratory stocked with supplies
- Provide routine maintenance to equipment and instruments as assigned and part of troubleshooting

- Contribute to training/mentoring of other team members
- Participate in maintaining the lab's CAP, ISO accreditation, and continuing education for State of Tennessee license

Job Requirements:

- Bachelor's degree in medical technology, biological, chemical, or physical science and 2-4 years of job-related experience. American Society of Clinical Pathologist (ASCP) certification preferred (Masters and 0 years of experience)
- Licensed by the State of Tennessee as a laboratory professional to analyze and sign laboratory results
- Experience in any section of a laboratory where clinical tests are performed, test results reported to a physician, and patient confidentiality maintained.
- Background in computer skills (including Word and Excel) is needed for learning the specific programs to be applied for the LPT
- Working knowledge of cell biology, immunology, and hematology is required.
- Good manual dexterity and visual acuity are necessary
- Knowledge of blood-borne pathogen and radiological safety rules and regulations and sterile techniques are essential
- Understanding of computers, experimental methods, data processing and analyzing, and statistical methods is necessary
- Must have the ability and required training to perform phlebotomies
- Understanding and participation in previous CAP and ISP accreditation process is preferred

Total Rewards:

The benefit component of our total rewards program supports business goals by offering the following benefits based on employee eligibility:

- Legally required benefits
- Group health insurance including medical, prescription, dental, and vision
- Retirement plan contribution matching
- Disability insurance
- Group life insurance
- Travel accident insurance
- Section 125 reimbursement accounts
- Other voluntary employee paid benefits and insurance offerings

The ORAU total rewards package also [promotes work-life balance. Mindful of the need for employees to care for themselves and their families, ORAU offers the following additional work-life benefits based on employee eligibility:

- Paid Time Off (PTO)
- Paid Holidays
- Flexible work schedules
- Occupational Health and Wellness programs
- Employee Assistance programs

Merwin's Dogs – Located at Roane State Community College

Looking for a position to earn some extra money that's close to your classes and can work with your school schedule?

Are you passionate about food, cleanliness, and great customer service? Merwin's Dogs, located in the Roane State Community College cafeteria, is now hiring!

Position Details:

- Hours: Shifts vary between 9:00 AM and 3:00 PM, with the greatest need between 11:00 AM and 1:00 PM. Service will begin Jan. 21st 2025!
- Compensation: competitive hourly pay with tips included.
- Responsibilities:
 - Cooking and preparing food with care and precision.
 - Cleaning and maintaining high standards of sanitation.
 - Providing exceptional customer service with a smile.
 - Ensuring the highest level of excellence in all duties.

We are looking for team members who are reliable, hardworking, and committed to creating a great experience for our customers.

How to Apply:

- Email your resume to john@1morewins.com
- Call us at 865-454-1784
- Visit www.merwinsdogs.com to apply online.

Join the Merwin's Dogs team and help us serve delicious meals with pride while making a difference in our community!



Position: Systems Administrator 2
Reference #: 2025-1862
Organizational Unit: ITS-AppHost
Appointment Type: Full-Time Regular
Location: Oak Ridge, TN or Remote (U.S. Based Locations)
Date Posted: January 28, 2025
***Salary Range:** \$36.07 - \$49.21 per hour

PURPOSE:

This position will have the autonomy while working under supervision to plan, design, architect, and implement technology solutions for end user and client requirements. Must use general knowledge in database, web, and cloud technology to analyze requirements, propose options, recommend solutions, and implement the appropriate technology solution. This position will develop operational processes for help desk staff, support troubleshooting of escalated issues from the help desk, and works with vendors and application developers to troubleshoot and resolve user and business issues with the technology. Monitor and maintain system readiness, plan and monitor Disaster Recovery/Continuity of Operations (DR/Coop) readiness, and ensure system vulnerabilities are remediated and properly patched.

ESSENTIAL JOB FUNCTIONS:

Planning and Communication:

- Work with the team to plan and manage projects in database technologies, web technology, and cloud technologies.
- Plan project communications to the organization and product owners to ensure appropriate awareness of all stakeholders.

Design and Architect Technology Solutions for Internal Users and External Clients:

- Partner with application development teams or external vendors to gather system requirements, business requirements, and cyber-security requirements.
- Analyze requirements and propose the architecture, designs, or technology solutions.
- Use general IT knowledge to support database technologies, web technology, and cloud technologies.

Implementation of Technology Solutions:

- Research and develop configuration steps to implement new technologies.
- Code scripts to automate deployment and configuration tasks.
- Develop System Security controls and documentation.
- Build technology solutions and initial configuration.

Validate Requirements and Test Technology Solutions:

- Work with end users, vendors, and application development teams to validate and test that solution meets user requirements.
- Work with cybersecurity staff to review security controls, analyze issues, and implement mitigations.
- Validate that business requirements and operational requirements are met.

Operations and Maintenance:

- Troubleshoot and manage server and software security.
- Maintain patch levels according to defined standards.
- Perform root cause analysis.

Tier 2 Support:

- Design and document support processes and train Help Desk staff on routine operations of systems.
- Support and resolve escalated issues from the Help Desk.

JOB REQUIREMENTS:

Associate's degree in computer science, mathematics or related field and 4-6 years of jobrelated experience. An equivalent combination of education and experience requiring similar knowledge, skills, abilities, and performing duties as described may be substituted for the minimum requirements (high school diploma and 8 years' experience or bachelor's and above with no experience).

- Qualified candidates will have at least 2 years of practical experience in the following:
 - Participating in routine operational projects.
 - Providing targeted communications to the organization, stakeholders and management.
 - Designing, developing and implementing web and database IT solutions.
 - Windows Azure, Windows Server, Active Directory, DNS, Microsoft Entra, and Group Policy.
 - Microsoft SQL Server, SQL Server Integration Services (SSIS), Transact-SQL (TSQL), Backups, Restores, SQL Server Reporting Services (SSRS) and knowledge of Red Gate tools is preferred.
 - Microsoft 365 Teams, OneDrive and SharePoint Online.
 - Developing code using PowerShell, Transact SQL, HTML, and .Net Programming.
 - Working with vendors to implement Commercial off the Shelf (COTS) products.
 - VMWare, Rubrik, networking, and SAN technologies is required.
- Ability to obtain and maintain a level Q security clearance is required.

*The candidate's starting salary will be determined upon hire and ORAU will use salary survey data, internal comparators, and the candidate's qualifications to determine salary.

TOTAL REWARDS

ORAU has a strategic approach to providing total rewards to employees through a fair, equitable, and competitive total compensation package. The goal of our total rewards system is to integrate compensation, benefits, work-life balance, performance, recognition, development, and career opportunities to attract, engage, and retain the talent required to achieve ORAU's business objectives. The benefit component of our total rewards program supports business goals by offering the following benefits based on employee eligibility:

- Legally required benefits
- Group Health insurance including: Medical, Prescription, Dental, and Vision
- Retirement plan contribution matching
- Disability insurance
- Group life insurance
- Travel Accident Insurance
- Section 125 reimbursement accounts
- Other voluntary employee paid benefit and insurance offerings

The ORAU total reward package also promotes work-life balance. Mindful of the need for employees to care for themselves and their families, ORAU offers the following additional work-life benefits based on employee eligibility:

- Telework
- Paid Time Off (PTO)
- Paid Holidays
- Flexible work schedules or compressed work weeks
- Occupational Health and Wellness Programs
- Employee Assistance Program

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Position- Laboratory Technician-Direct Microscopy Team

Location- Assured Bio Labs- Oak Ridge, TN

Summary

This position is for a Laboratory Technician who will primarily support the Direct Microscopy team by processing and analyzing samples under the guidance of experienced technicians and our Technical Director. Key responsibilities include preparing samples for analysis using a compound light microscope to identify fungal spores and other structures, assisting with logging in projects, data reporting, and performing essential lab support tasks such as autoclaving waste, washing labware, organizing samples, managing inventory, and maintaining a clean lab environment. Technicians typically assist one to two laboratory teams.

Qualifications and Skills:

- High school diploma or equivalent with relevant laboratory experience
- Proficiency in microscopy techniques
- Competent in Microsoft Office Suite (Word, Excel, etc.)
- Strong attention to detail and time-management skills
- Team-oriented with a proactive approach to tasks
- Technology-savvy and capable of adapting to lab software

Preferred Qualifications:

- Associate or bachelor's degree in science, microbiology, or a related field
- Experience in an academic or commercial laboratory setting
- Familiarity with Laboratory Information Management Systems (LIMS)

Job Type: Full-time

Pay: \$17.00 - \$19.00 per hour

Expected hours: 40 per week- Monday through Friday. In Person

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Vision insurance

To Apply – apply on Indeed or Glassdoor

Location & Dept.: Oak Ridge/Knoxville/ Sevierville Clinics

Reports to: Clinic Manager **Classification:** Non-Exempt

Supervises: N/A

POSITION SUMMARY

The Medical Assistant schedules and performs occupational health services, including medical testing, and prepares patients for physician exams. Other medical responsibilities include drug and alcohol testing, processing test results, medical chart documentation and billing.

ESSENTIAL FUNCTIONS

- Triage, obtain medical history and prepare patients to see physician.
- Perform phlebotomy, specimen collection, drug test collection and breath alcohol testing.
- Perform vision testing, audiometric testing and pulmonary function testing.
- Perform EKG and respirator fit testing.
- Organize and prepare charts for physician review and signature.
- Manage assigned medical clearances.
- Complete physician orders and schedule testing as ordered.
- Complete patient test result correspondence.
- Complete medical record filing, organization and transmittal.
- Maintain, calibrate and clean medical testing equipment.
- Perform end of day checks and cleaning for medical clinic.
- Maintain a tracking system for employees who require follow-up.
- Communicate to supervisor any testing / procedures that are not within normal limits.
- Perform data entry and filing.
- All additional duties assigned by supervisor or member of management.

ADDITIONAL RESPONSIBILITIES

- Act as liaison to site schedulers and designated occupational health staff.
- Maintain medical logs as well as medical supply inventories.
- Medical Review Officer (MRO) support.

MINIMUM QUALIFICATIONS

Working knowledge of:

- Medical Policies and Procedures.
- Occupational medical testing.
- NetGain Drug and Alcohol test procedures.

- Federal codes and regulations pertaining to medical testing/resulting.

Ability to:

- Multi-task.
- Be productive in a high stress environment.
- Document test results accurately.
- Communicate effectively with clients, patients and physicians.
- Cross train with other positions.
- Work independently as well as a team member.
- Wear all necessary personal protective equipment to perform job functions.
- Visual acuity corrected to perform job functions.
- Move throughout all areas of the project sites.
- Physically stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb, balance, crouch, handle, and move items weighing up to 25 pounds without assistance.
- Receive a favorable personnel suitability investigation, including a criminal background and credit investigation.
- Pass a pre-employment drug test.
- Maintain regular and predictable attendance.

EDUCATION AND EXPERIENCE

- High School Diploma.
 - Obtain and maintain a Medical Assistant certification.
-

ACKNOWLEDGEMENT

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

Employee Signature: _____

Date: _____

Send your resume to mwright@netgaincorp.com

Tennessee River Realty Inc

900 N Kentucky St, Kingston, TN 37763

<https://pamelabullrealestate.com/>

Part-Time Job

Remote Office Assistant

Job description:

We are looking for highly motivated, top-performing individuals with strong follow-up skills to support our real estate team, as a part-time Office Assistant. The working hours are **15 to 20hrs weekly** and the compensation is **\$400 per week**.

Duties and Responsibilities include, but aren't limited to:

- Keeping an inventory of office supplies and ordering new materials as needed.
- Assisting clients with purchasing
- Managing property searches.
- Answer phone calls and emails.
- Schedule appointments and showings.

Job functions:

- You will be working Remotely, and independently most days.
- The ability to organize your workflow and prioritize according. Critical thinking and problem-solving skills.
- Ability to work independently combined with excellent interpersonal skills.

Interested candidates should forward their résumé and cover letter to:

shelbyjackson@realtyagent.com

NOW HIRING!



Multiple position available!



Benefits:

- **Competitive salary**
- **Supportive Work Environment**
- **PTO & Paid Holidays**
- **Childcare discount**
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Katie@Beardenumc.org

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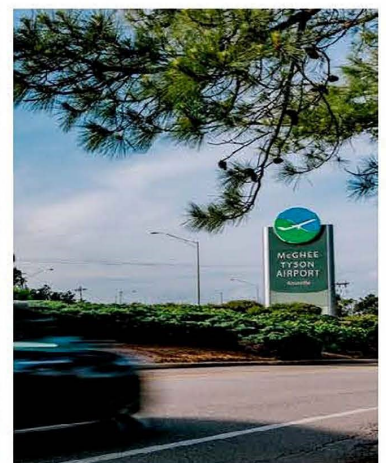
- Age 18 or older
- High School degree or equivalent
- Reliable attendance to work schedule; planned absences (whenever possible)
- Follow instructions and stay safe
- Positive attitude
- Able to pass a background check & drug screening

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Open positions available for both Loudon County and Washington county.

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- \$12 per hour
- 2nd shift (3pm-11pm)
- Monday-Friday
- Must be able to pass fingerprint background
- **Reach out directly to me for immediate consideration- (469)799-9935.**



Safety Specialist

Date: Feb 18- March 11, 2025

Company: Knoxville Utilities Board

Location 4505 Middlebrook Pike Knoxville, TN 37921

Job #00763

[Apply Now](#)

Overview:

Utilizes strong customer service skills to collaborate with internal work groups to enhance existing or develop new process improvements, safety compliance programs, and an overall safety culture. Work hours are 40+ hours per week: Monday through Friday and the annual rate is \$51,900-\$117,100.

Major Duties/ Responsibilities:

- Make recommendations and implement methods or techniques to assist in attaining, maintaining, or exceeding compliance with safety regulations.
- Ability to create policies as required
- Update and revise safety training and procedures for construction/ field related safety
- Interview employees and contractors
- Write reports
- Communicates regulatory changes and requirements to all levels of the organization in written or presentation format
- Collect data and submit reports when required
- May require beyond normal business hours
- Work with other departments and/or interdepartmental teams within KUB to develop and facilitate the effectiveness and efficiency of work processes, procedures, and technology

Physical requirements:

- Primarily in office setting but field visits and activities may be required
- Field visits may include emergency response activities and support beyond normal business hours, heavy lifting, strenuous work and mobility over rough terrain.
- Requires bending, stooping, lifting, and working in awkward positions at times
- Occasionally requires above normal mental and visual alertness.
- Physical demands may vary and/or exceed those demands described above

Minimum requirements:

- Bachelor's degree in safety, engineering (i.e. environmental, etc.), business, or related fields
- Strong PC Skills including MS Office Professional
- Strong analytical and project management skills
- Excellent written and oral communication skills

- Ability to work independently on projects in a timely manner
- Have and maintain a valid driver's license

Preferred Requirements:

- 3+ years of experience administering utility and/or safety regulatory programs (i.e. General industry 1910 and Construction 1926)
- Experience in utility operations (i.e. hazards and mitigations associates with natural gas, water, wastewater, and fiber utilities)
- Professional certification in safety (Certified Industrial Hygienist, Certified Utility Safety Professional, Certified safety professional, etc.)

KUB Benefits:

- Health Benefits with low premiums and deductibles
- Benefits start day one
- 401K contribution and match
- PTO available after first pay period
- 11 paid holidays
- Free financial advising
- Educational assistance and professional development opportunities
- Employee physician and mental wellness programs

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Electrical Substation Technician

Date: Feb 18- Mar 4, 2025

Company: Knoxville Utilities Board

Location: 4505 Middlebrook Pike Knoxville, TN 37921

Job # 00764

[Apply Now](#)

Overview:

Performs testing, maintenance, operations, and repairs on all electrical and mechanical equipment located within KUB's electric substations and distribution system (13kV-161kV). Work hours include Monday through Friday 40+ hours per week and annual rate is \$51,200-\$76,800

Major Duties/ Responsibilities:

- Perform high voltage switching
- Operate complex test equipment
- Analyze test data
- Performs necessary corrective actions
- Keep detailed documentation relative to transformers, voltage regulators, breakers, relays, 3-phase reclosers, padmount switch gear, communication, and control equipment.
- Respond to all types of system emergencies, performing distribution system troubleshooting and restoration responsibilities
- Conduct training sessions on electrical system & equipment operating procedures and repair methods, and proper safety and work rules
-

Minimum Requirements

- High school diploma or equivalent
- Must have a minimum of one year experience or training in maintenance and operations of electrical, mechanical, hydraulic, or pneumatic systems
- Must possess a high degree of mechanical and problem-solving ability and working knowledge of equipment, tools, and instruments used to perform mechanical tasks
- Ability to read and utilize schematics, diagrams, and operations maintenance manuals
- Good written and oral communication, interpersonal, and team skills
- Good PC skills including word processing, database entry, and spreadsheet reporting
- A valid driver's license, ability to (within twelve months of employment) and maintain a valid Class A Tennessee commercial Driver's license

Preferred requirements:

- Associates degree or two years of technical training in related field
- Must possess project project management skills necessary to work in a diverse multi-team environment
- Must possess the ability to accept assignments in other process areas without losing focus or commitment to excellence
- Five years of experience or training in maintaining and repairing mechanical, electrical, hydraulic, or pneumatic systems; with two years of that related experience with a utility High degree of electrical and mathematical ability and working knowledge of equipment, tools, and instruments used to perform electrical tasks
- Advanced vocational training in electronics or electrical engineering technology and ability to read and understand technical drawings with specialized training in utility-facility operations and repairs
- Completion of TVPPA Substation Maintenance Course, Protective Relaying Course, and experience in installation, operation and maintenance of high-voltage (13kv-161kv) electric substations
- Experience in the use of various test equipment (i.e. Protective Relay Test, Power Factor Test, Insulation Resistance Test, Transformer Turns Ratio Test, Contact Resistance Test, 161kV, 69kV, and 13kV Breaker Analyzer Test)

KUB Benefits:

- Health Benefits with low premiums and deductibles
- Benefits start day one
- 401K contribution and match
- PTO available after first pay period
- 11 paid holidays
- Free financial advising
- Educational assistance and professional development opportunities
- Employee physician and mental wellness programs

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NOC Tech Support (Nights/Weekends)

Date: Feb 28- Mar 7, 2025

Company: Knoxville Utilities Board

Location: 4505 Middlebrook Pike Knoxville, TN

Job # 00767

[Apply Now](#)

Overview:

This position will provide technical problem resolution and education to customers, while working in a call center environment. The position will guide customers through step-by-step problem resolution with products like internet, phone, and TV services. Daily activities will include providing first call resolution of customer issues related to service installation, supporting peripherals such as streaming devices like Amazon Firesticks, VOIP phones, remote controls, WIFI access points, and in-home network equipment. The representatives will work in a ticket-based system providing details about the customer account and documenting the solutions provided. They will be responsible for identifying and escalating tickets appropriately to the Network Operations Center (NOC) for resolution of issues beyond the customer's home, such as network outages. Support will be provided by clearly communicating technical solutions in a user-friendly, professional manner. Work hours include 40+ hours per week nights, weekends, and shift rotations and yearly salary is \$43,200-\$64,700.

Work Hours: Shifts run 24 hours a day, 7 days a week, 365 days a year. We are hiring for our weekday night shift and weekend shifts. The weekday night shift: Monday – Thursday from 7:30 PM – 6:00 AM. The weekend shifts are: Day Shift: Friday – Monday 6:00 AM – 4:30 PM; Mid-Shift: Friday – Monday 12:00 PM – 10:30 PM; Night Shift: Thursday – Sunday 9:00 PM – 7:30 AM. All shifts are 10-hour workdays 4 days a week.

Physical Requirements:

- Sedentary Work - Exerting up to 10 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 walking or standing for brief periods of time.

- involves sitting most of the time but may involve walking or standing for brief periods of time. Physical demands for a specific position within this classification may vary and / or exceed those demands described above

Minimum Requirements:

- High School diploma or equivalent
- Strong customer service skills including information-gathering and problem solving
- Working knowledge and ability to support technical equipment & devices
- Valid driver's license
- Night and weekend work is required for this position

Preferred requirements:

- Customer service experience, preferably in a technical support call center environment
- Experience in a telecommunications environment or networking certifications
- Experience with installation, configuration, and troubleshooting network issues and peripheral streaming devices
- Experience using a ticketing system

KUB Benefits:

- Health Benefits with low premiums and deductibles
- Benefits start day one
- 401K contribution and match
- PTO available after first pay period
- 11 paid holidays
- Free financial advising
- Educational assistance and professional development opportunities
- Employee physician and mental wellness programs

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Plumber/ Appliance Installation Technician

Dates: Feb 25- Mar 11, 2025

Company: Knoxville Utilities Board

Location: 4505 Middlebrook Pike Knoxville, TN

Job # 00774

[Apply Now](#)

Overview:

Provides installation, estimation and repair services for residential appliances (primarily natural gas) such as water heaters within KUB's service area. Responsible for evaluating appliance installation requests, calculating loads, designing jobs and estimating installation costs including equipment, parts and labor. Ensures all installations are completed professionally and meet all applicable codes as well as the manufacturers recommendations. Make electrical connections as required by NEC. Will require moving through crawlspaces and other tight places. Consistently provides excellent customer service on behalf of KUB, including instructing customers on how to operate the appliances properly. Effectively communicates with KUB co-workers and customers. Will be responsible for the safe operation and inspection of assigned vehicles and equipment. Work Hours 40+ hours per week Monday through Friday, and various shifts including standby. Annual rates range \$44,600-\$76,800.

Physical Requirements:

- Frequent bending, stooping, and lifting in confined spaces where conditions are cramped and head space is often limited
- Works outside most of the time, from a KUB vehicle, on customer property, in customer facilities, in various weather conditions
- Frequently requires above normal visual and mental alertness
- Must be able to climb steps and work from ladders
- May be required to lift, push, or pull up to 80 lbs and work extended hours during emergency situations.

Minimum Requirements:

- High school diploma or equivalent
- A minimum of two (2) years of formal education, technical school training, or equivalent work experience is required
- Possesses excellent deductive reasoning skills with a high degree of aptitude in mechanical, electrical, and plumbing problem-solving
- Must be experienced in using tools and testing equipment necessary to troubleshoot, repair, and install various types of natural gas and electric water heaters, appliances, and equipment

- Must have excellent deductive reasoning ability, good dexterity, is adept at using hand tools and equipment, and can work independently and within a team
- Valid driver's license

Preferred Requirements:

- Associates degree or technical training in a related field (electrical, mechanical) or the equivalent
- Five (5) years of experience, training, or working in the Plumbing Industry
- Applicable licenses and certifications related to electric and natural gas appliance installation/repair (e.g. CMC, CMC-A, CE, LLP, etc.)
- Extensive experience with piping and wiring, including pipe-sizing tables
- Training in one or more: International Fuel Gas Code (IFGC), National Electric Code (NEC), International Mechanical Code (IMC), and International Plumbing Code (IPC)
- Ability to competently function in all related support and IT systems used within the New Service department (i.e. Geographic Information System (GIS), Mobile Data, Customer Information System (CIS), MS Outlook, Word, Excel, Nomad handhelds, etc.)

KUB Benefits:

- Health Benefits with low premiums and deductibles
- Benefits start day one
- 401K contribution and match
- PTO available after first pay period
- 11 paid holidays
- Free financial advising
- Educational assistance and professional development opportunities
- Employee physician and mental wellness programs

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Director ORAU STEM Accelerator

Reference #2025-1871

Organizational unit: ROI-RUPO

Appointment Type: Full Time Regular

Location: Oakridge, TN

Date Posted: Feb 24, 2025

Salary \$150,072-\$220,771.20 Base Pay + Incentive

[APPLY NOW](#)

This position will be required to work in the office in Oakridge, TN multiple days [er week. This position is eligible for relocation

PURPOSE: The Research and University Partnerships Office (RUPO) is responsible for leading and managing all activities related to ORAU's university consortium, which currently consists of 158 research-intensive institutions. RUPO is responsible for strengthening and expanding the ORAU research enterprise across our programs in ORAU Government Services (OGS) and the Oak Ridge Institute for Science and Education (ORISE). Through RUPO, this position leads the ORAU STEM Accelerator (OSA) and the Partnership for Nuclear Energy (PNE). OSA/PNE is a public-private partnership to coordinate the nuclear energy industry, government, academic, and non-profit organizations to build a STEM workforce by creating a national conversation and roadmap of key approaches and priorities that support critical education, training, and certification pathways. This role also requires that ORAU be innovative in working with our universities and impacting K-12, Community Colleges, Technical Training Schools, and Bachelors/Masters/PhD programs. The position will build and maintain a robust pipeline of client leads at federal and state agencies and the private sector to shape, capture, and manage a portfolio of funding opportunities. This position reports to the Chief Research and University Partnerships Officer and provides support in all activities that further the vision and mission of RUPO and ORAU. The position will function with minimal supervision, be outward focused, and will be expected to collaborate across all ORAU business units to provide effective solutions in a team environment.

Essential Job Functions:

- Leads the OSA initiative in the development and maintenance of public-private partnerships (PPP) for PNE and future initiative areas. This includes identifying external partners from industry, academia, non-profits, and state and federal agencies along with the development of OSA standing meetings and events, publications, presentations, white papers, and roadmaps that highlight the work of the PPP and build national-level reputation for the OSA initiative.
- Identifies funding opportunities and participates in proposal capture activities working with external partners, and internal business ORAU support organizations.
- Creates and manages various working agreements with external partners including Memorandums of Understanding (MOUs), Teaming Agreements, and Funding Contracts.

- Works to establish partnership funding models that support PNE and future initiatives by combining federal and private funding in support of OSA goals.
- Collaborates with OGS to manage and execute the OSA Business Line elements of the projects that are executed within ORAU. This includes overseeing program execution, establishing program tasks, milestones, and deliverables and working with the project execution staff/teams to ensure the OSA vision is implemented and meets the needs of our PPPs, sponsoring agencies, and funded contracts and awards.
- Leads a large, complex, and growing program and has responsibilities for managing multi-element program budgets in support of OSA Initiative areas.
- Works closely and collaboratively with the Senior Director, University Partnerships, in designing and implementing member university engagement strategies and targeted outcomes.
- Develops a strategic business and execution plan that includes a set of measurable outcomes to support goals and strategies outlined in the ORAU strategic business plan.
- Prepares and delivers senior-level presentations to promote strategic partnerships.
- Manages direct/indirect employees and participates in their professional development, time management, and tasking on various OSA programs, events, and activities

Job Requirements:

- Master's degree in a STEM field and 10+ years of job-related experience. Leadership skills and abilities commensurate with the position. An equivalent combination of education and experience requiring similar knowledge, skills, abilities, and performing duties as described may be substituted for the minimum requirements.
- Applied experience in leading partnerships between universities, federal agencies, and private industry that have led to mutually beneficial results.
- Experience with research grants, funding procedures and proposal preparation involving government agencies and/or private sector funding sources.
- Experience in business development, capture planning, and successful execution.
- Sufficient technical knowledge and understanding of broad areas of science is required to effectively match appropriate subject matter experts with potential partnership organizations and agencies.
- Must understand the current state of scientific advancement in a wide range of fields and identify the critical players and assets for partnerships.
- Must have strong communication skills to bring multiple parties together to pursue research collaborations where each party is adding and receiving benefit.
- Must be a proactive leader with skills in strategic and tactical planning and problem solving.
- Must have extensive experience in pursuing successful grants and federal contracts from a diverse set of organizations.
- Must have ability to lead and manage programs, budgets, and staff, with a focus on meeting milestones, controlling budgets, and delivering on program commitments.

TOTAL REWARDS ORAU:

has a strategic approach to providing total rewards to employees through a fair, equitable, and competitive total compensation package. The goal of our total rewards system is to integrate compensation, benefits, work-life balance, performance, recognition, development, and career opportunities to attract, engage, and retain the talent required to achieve ORAU's business objectives. The benefit component of our total rewards program supports business goals by offering the following benefits based on employee eligibility:

- Legally required benefits

- Group Health insurance including: Medical, Prescription, Dental, and Vision
- Retirement plan contribution matching
- Disability insurance
- Group life insurance
- Travel Accident Insurance
- Section 125 reimbursement accounts
- Other voluntary employee paid benefit and insurance offerings

The ORAU total reward package also promotes work-life balance. Mindful of the need for employees to care for themselves and their families, ORAU offers the following additional work-life benefits based on employee eligibility:

- Telework
- Paid Time Off (PTO) • Paid Holidays
- Flexible work schedules or compressed work weeks
- Occupational Health and Wellness Programs
- Employee Assistance Program

[APPLY NOW](#)



Reference #: 2025-1874

Organizational Unit: PRES

Appointment Type: Full-Time Regular (FTR)

Location: ORAU's Corporate Office in Oak Ridge, TN

Date Posted: February 21, 2025

***Salary Range: \$400,000 - \$580,000 + Incentive**

[APPLY NOW](#)

Oak Ridge Associated Universities (ORAU)

Oak Ridge Associated Universities (ORAU) provides innovative scientific and technical solutions for the U.S. Department of Energy (DOE) and other customers, including commercial, federal, state and local government organizations, to advance national priorities in science, health and education. The solutions and outcomes we deliver to our customers are enhanced by our consortium of more than 150 leading US colleges and universities. ORAU is a 501(c)(3), not-for-profit organization that has been working with government agencies, universities, and corporate entities since 1946.

PURPOSE:

Reporting directly to the ORAU Board of Directors, the President & CEO of ORAU is responsible for the strategic and operational leadership of ORAU's business and higher education consortium programs, and has primary corporate responsibility for contract assurance. The President & CEO is primarily responsible for establishing the strategic direction for ORAU by achieving consensus and buy-in on a vision and a strategic plan to meet long-term corporate goals and effectively energizing the organization to meet these goals. Additionally, the President & CEO is responsible for advancing ORAU's thought leadership, community, and government relations with key stakeholders to include its Board of Directors, its higher education consortium, major customers, and congressional delegations.

Essential Job Functions:

- Establishes and maintains ORAU's strategic direction by seeking, developing, and updating a sound strategy that incorporates multiple perspectives, analyzes best courses of action, and sets short- and long-term goals that allows priorities to be adjusted based on changing circumstances.
- Makes sound operational decisions to address organizational issues that demonstrate decisiveness, resolve, and accountability and are in the overall best interests of the organization
- • Drives sustained execution of ORAU's strategic plan by continually conveying the importance of its business strategy, measuring progress related to ORAU's business goals, and insisting on accountability to those goals.

- Builds organizational talent by assessing talent gaps, establishing systems to recruit and retain talent across the organization, and creating strong succession plans to invigorate ORAU's talent pipeline.
- Employs a sound business development strategy that identifies key market drivers and takes calculated risks for increased value and brand differentiation
- Energizes the organization by effectively communicating ORAU's vision and strategic direction. Secures the commitment of internal and external stakeholders to the organization's mission, vision, and values.
- Leads change by recognizing the need to change and by mobilizing others to take action to overcome resistance to change. Supports innovation as a tool for increasing the value and success of corporate operations. Effectively communicates and creates accountability regarding the outcomes of change
- Leads corporate strategy and customer contact for contract assurance.
- Builds trusting relationships with employees, customers, and key stakeholders to enhance loyalty and influence, and to advance ORAU's business culture and reputation.
- Operates from a duty location at ORAU in Oak Ridge, Tennessee

Minimum Requirements:

- Master's degree in business, scientific, technical, education or related field and 10 or more years of managerial and operational experience. Advanced degree or equivalent combination of education and experience performing duties as described may be substituted for the minimum requirements.
- Leadership skills and abilities commensurate with the position.
- Demonstrated skills to drive profitable growth that minimize risk and maximize opportunities.

Ability to:

- Drive organizational and cultural change to achieve organization's vision and goals by introducing new approaches and overcoming resistance to change
- Create and exert influence with both internal and external stakeholders that garners their commitment to and accountability for pursuing the organization's strategic direction.
- Generate alternatives to take advantage of strategic or operational opportunities. This includes developing decision criteria that prioritize the highest potential business outcomes and most critical customer needs.
- Proactively confront difficult issues and initiate bold action to resolve said issues while accepting accountability and responsibility for both the issues and related actions taken.
- Establish strategic direction for the organization by communicating a compelling vision that sets short- and long-term goals for its achievement.
- Obtain and maintain both a DOE Q and DOD Top Secret Clearance.

Preferred Requirements:

- Experience leading complex and high functioning organizations.
- Possess a Master's in Business Administration (MBA) degree or in a field related to ORAU's business.
- At least 5 years of government contracting and relations experience with DOE, National Nuclear Security Administration (NNSA), or other government agencies that comprise the majority of ORAU's business portfolio.
- At least 5 years of experience in Board governance, relations, and operations.
- At least 5 years of experience in community relations and service in community organizations that promote a sound business-community partnership.

- Possess knowledge such that can identify key market drivers to create and seize business opportunities that allow the organization to expand into new markets and launch new products and services.

Ability to:

- Establish systems and processes to develop, engage, and retain talented employees and create work environments where they can realize their full potential.
- Obtain and maintain Top Secret Sensitive Compartment Information (SCI) designation that allows access to Special Access Programs (SAP).
- Analyze financial data to determine strengths and weaknesses of business cases and derive sound courses of action in pursuit of business objectives.
- Maintain a positive attitude in the face of difficult or challenging situations that instills trust and confidence in both internal and external stakeholders.
- Set organizational vision and values.
-

TOTAL REWARDS ORAU:

has a strategic approach to providing total rewards to employees through a fair, equitable, and competitive total compensation package. The goal of our total rewards system is to integrate compensation, benefits, work-life balance, performance, recognition, development, and career opportunities to attract, engage, and retain the talent required to achieve ORAU's business objectives. The benefit component of our total rewards program supports business goals by offering the following benefits based on employee eligibility:

- Legally required benefits
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- Telework
- Paid Time Off (PTO)
- Paid Holidays
- Flexible work schedules or compressed work weeks
- Occupational Health and Wellness Programs
- Employee Assistance Program

[APPLY NOW](#)



Associate Manager, Web & Digital media Services

Reference #: 2025 - 1870

Organizational Unit: BUSOPS-CM

Appointment Type: Full Time Regular (FTR)

Location: Oak Ridge, TN (eligible for Partial Telework)

Date Posted: March 4, 2025

Salary Range: \$96,494 - \$131,444

[APPLY NOW](#)

Purpose:

Provides highly complex web development, web content strategy, and web analytics expertise for key websites and web projects, including the corporate website and intranet, the Oak Ridge Institute for Science and Education (ORISE) flagship website, and top-level and high-traffic client websites. Specializing in information architecture, search engine optimization, user interface/user experience, content strategy, qualitative and gap analyses, and marketing-based writing. This position plans for, advises on, and partners to implement web initiatives across the corporation and institution, including adherence to web-related regulations such as Section 508-compliance for accessibility. Provides counsel and expertise in collaboration with group manager to ensure high quality design, video, and other digital media products and services delivered by the team. Position also serves as an associate manager, supervising staff within the web function of the Web and Digital Media Services Group in Communications and Marketing (CM) and providing exceptional project management expertise, strategic thinking, and senior-level planning and execution capabilities.

Essential Job functions:

- Partners with group manager in ensuring ongoing development and maintenance of corporate and flagship customer websites, customer-specific websites and intranet.
- Provides expert web counsel and recommendations to senior leadership in support of key business goals and objectives; maintains highest level of knowledge and understanding of web best practices and latest technologies to ensure expertise in an ever-changing industry.
- Directs, plans, and conducts highly complex web projects. Serves as project manager ensuring quality, timeliness, and budget-conscious development and implementation of web projects.
- Monitors factors affecting Oak Ridge Associated Universities (ORAU) and ORISE brands and corporate reputation online and makes recommendations for web-related strategies to address issues and minimize risks.
- Leads long-range branding strategies to strengthen the ORAU and ORISE name recognition and brand identities online in support of business development.
- Recommends new channels, tools, or approaches to improve web-based strategies, workflows, and analytics.
- Consults with those business programs without dedicated website support, including website construction, updates, and feature implementation.

- Performs research and web metrics analysis and recommends/implements adjustments to web strategy based on insights gleaned from this data and information.
- Influences web policy and monitors and enforces proper execution of web strategies and practices in alignment with policy.
- Accountable to minimize risk of data breaches, nefarious acts against websites, etc. in partnership with Information Technology Services (ITS) and in line with ITS managed technology, systems, network, and access.

Web Content Strategy & SEO:

- Partners with group manager in ensuring proper search engine optimization (SEO) for all websites, as well as Section 508-compliance for web accessibility and user interface/user experience optimized for usability.
- Accountable for sound content strategy that meets the needs and requirements of corporate and customer business objectives.
- Develops and executes strategies to match informational content on flagship and programmatic websites to user needs as defined by website analytics and market research.
- Develops and executes systems and processes to ensure that content on flagship and programmatic websites is relevant and accurate.
- Oversees content requirements and creates content strategy deliverables across a project life cycle.
- Serves as content strategist of ORAU's news and events websites, giving special attention to priorities established by the ORAU President's Office.
- Provides expert counsel in discussions about web content management system (WCMS) strategy and development.
- Writes web content or edits content written by others; ensures effectiveness and accuracy of content.
- Creates and maintains editorial calendars, style guides, taxonomies, metadata frameworks and content migration plans and manages links/broken links.
- Gathers and verifies factual information through interviews, observations and research.
- Obtains supplemental material and additional detail from files, reference libraries, and interviews with knowledgeable sources.
- Analyzes, reviews and implements changes to websites so they are optimized for search engines.
- Executes tests, collects and analyzes data, identifies trends and insights in order to achieve maximum return on investment (ROI).
- Optimizes copy and landing pages for search engine marketing.
- Performs ongoing keyword discovery, expansion and optimization.
- Works with the development team to ensure SEO best practices are properly implemented on newly developed code.
- Works with editorial and marketing teams to drive SEO in content creation and content programming.
- Accountable for protecting sensitive information from being shared online and for protecting corporate reputation online as well as managing content-related privacy and confidentiality concerns.

Key Projects Management:

- Serves as a project manager of top-level initiatives, planning new websites and the work required for developing them in the web content management system.
- Serves as a resource and backup to the group manager in influencing and providing expertise in support of other digital media services projects in video, design, and webinars, etc. • Manages projects to completion by working with team members to maintain content strategy and creative consistency of the final product.
- Interacts and counsels with clients to gather key business and user insights and to ensure that their needs are met.
- Coordinates efforts of other employees and freelancers, maintaining budgets, and assisting with the technical integration of content.
- Manages key projects using departmental project management software tool.

Associate Manager Role:

- Serves as associate manager, supervising select professional-level team members in Web & Digital Media Services (WDMS) Group, providing counsel on responsible web development and management, risk mitigation, online reputation management, adherence to web-relevant regulations, etc.
- Accountable for day-to-day oversight of web operations and backup to group manager for accountability of all WDMS staff.
- Ensures proper timekeeping, direct charging, chargebacks, etc. of supervised staff as well as approvals of travel and expenditures, requisitions, etc.
- Monitors industry regulations, technologies, and best practices and influences procurement of tools and technologies necessary for staff to perform their work optimally.
- Manages the Web and Digital Media Services function's budget, as it relates to webfocused projects for the corporation or its customers; equipment, tools, and subscriptions enabling web work, SEO, web and digital assets, and Section 508- compliance; training budget for web sub team development in web technologies and techniques/best practices; and other specific budget needs in support of the web sub team. Also collaborates with WDMS Manager as well as CM Management Team to contribute to and/or influence other budgetary planning and expenditures for the department. Works with customers and CM management to develop estimates for projects.

Job Requirements:

Bachelor's degree in information or computer science, Journalism/Communications/PR Marketing, Business or equivalent and 10+ years of experience, master's degree and 8 years + experience preferred. An equivalent combination of education and experience requiring similar knowledge, skills, abilities, and performing duties as described may be substituted for the minimum requirements (associates degree and 14 years of experience, high school and 18 years of experience).

Knowledge of:

- Content Strategy
- Information Architecture
- Website usability
- User experience
- Search engine optimization (SEO) and search engine marketing
- Website analytics
- Web content management systems, preferably Cascade Server
- Business process modeling

- Social media (Facebook, Twitter, YouTube, etc.)
- Brand management
- Integrated marketing communications
- Project management
- Website trends and best practices
- Video development best practices
- Design best practices
- ORAU and its business history and initiatives
- Familiarity with WCAG 2.0 Level AA and general accessibility best practices

Skills:

- Excellent oral and written communication
- Excellent English and grammar usage
- Excellent organizational and time management
- Expert use of a computer and common productivity software (MS Office)
- Advanced use of SEO and accessibility issues and concerns
- Advanced use of website analytics applications
- Advanced use of social media platforms
- Basic Hypertext Markup Language/Cascading Style Sheets (HTML/CSS) programming ability
- Basic use of Adobe Creative Suite
- In-depth experience with website analytics tools (e.g., Google Analytics, NetInsight, Omniture, WebTrends)
- Possesses strong command of English language (grammar, style, etc.) and can ensure conformance to prescribed editorial style, format standards and specified lengths
- Experience working across platforms and devices (mobile, tablet, desktop)
- Experience maintaining positive working relationships with and providing service and support to individuals from diverse backgrounds.

Ability to:

- Build websites using a web content management system
- Manage, prioritize, and complete multiple projects and tasks in an efficient and timely manner while maintaining focus on organizational goals
- Translate complex concepts into understandable English prose
- Creatively and strategically deliver content and messaging through web, video, and design
- Write for specific demographic audiences
- Maintain confidentiality of sensitive information
- Maintain professional business and work ethics and standards
- Work and interact with a diverse population, managing employees with different experience and skill levels

TOTAL REWARDS:

ORAU has a strategic approach to providing total rewards to employees through a fair, equitable, and competitive total compensation package. The goal of our total rewards system is to integrate compensation, benefits, work-life balance, performance, recognition, development, and career opportunities to attract, engage, and retain the talent required to achieve ORAU's business objectives. The benefit component of our total rewards program supports business goals by offering the following benefits based on employee eligibility:

- Legally required benefits
- Group Health insurance including: Medical, Prescription, Dental, and Vision
- Retirement plan contribution matching
- Disability insurance
- Group life insurance
- Travel Accident Insurance
- Section 125 reimbursement accounts
- Other voluntary employee paid benefit and insurance offerings

The ORAU total reward package also promotes work-life balance. Mindful of the need for employees to care for themselves and their families, ORAU offers the following additional work-life benefits based on employee eligibility:

- Telework
- Paid Time Off (PTO)
- Paid Holidays
- Flexible work schedules or compressed work weeks
- Occupational Health and Wellness Programs
- Employee Assistance Program

[APPLY NOW](#)



Planning and Addressing Specialist

Overview:

Knoxville-Knox County Planning is looking for a motivated individual to join our team of dedicated, community-oriented professionals. As a Planning and Addressing Specialist you will work in a fast-paced environment as part of a team focused on assigning and maintaining property addresses, coordinating information with Knox County Emergency Communications District (911) and U.S. Postal Service (USPS) partners, managing data, and serving customers. Our priority is finding the right person who will thrive on our team. This is a detail-oriented and complex position that will challenge your organizational, communication, research and data entry skills. This position will require the ability to manage multiple priorities, perform recurring and nonrecurring assignments and handle frequent interruptions. The successful candidate will have excellent customer service skills to comfortably and calmly deal with the public, developers, partners and elected and appointed officials.

Daily tasks:

A regular day in this position might involve using GIS to input new streets and addresses, helping customers at the agency's front counter, by phone or email to certify existing addresses, coordinating with property owners and partner agencies to resolve address and street name discrepancies, reviewing subdivision plats and development plans for potential addressing problems, approving street names, and assisting with applications for street name changes. Our workplace is modern and equipped with the latest hardware and software to help you be a successful contributor. You will work in a vibrant, growing, transitioning downtown setting and live in a community with abundant, world-class natural amenities, a major research university, and wealth of outdoor and urban activities, southern history, and national events for cycling, mountain-biking, fishing, and other pursuits. Worksite training and formal education are available to help you expand your skills and remain current in the field's best practices. Work-life balance is understood, appreciated, and valued.

Typical job duties include:

- Assigning new addresses or changing addresses to conform with adopted regulations
- Researching street name and address discrepancies
- Inputting address points, street centerlines, and their corresponding attributes in GIS
- Reviewing street and subdivision names, plats, and development plans for conformance with addressing guidelines and preparing written comments when applicable
- Assisting the public at the customer service counter processing applications, forms, and payments
- Notifying property owners of address problems or reassignments
- Partnering with internal departments to share information
- Responding to inquiries from contractors, developers, surveyors, engineers, architects, property owners, and the public in person, over the phone, and by email

Preferred Skills:

- Positive attitude and dedication to customer service
- High level of personal accountability
- Well organized and committed to accuracy and timeliness
- Ability to work effectively as part of a team
- Excellent communication, both oral and written
- Attention to detail with the ability to see the big picture
- Desire to research unique problems
- Ability to work in a fast-paced environment
- Interest in government work related to property

Minimum Qualifications:

- One to two years of increasingly responsible experience providing customer service at a public counter or office that provides planning, construction, land surveying, architecture, engineering, or similar services.
- Associate's degree in planning, urban studies, geography, GIS, civil engineering, environmental science, or a related field.
- Successful completion of at least six credit-hours of post-secondary coursework in GIS.

Preferred Qualifications:

- One to two years of increasingly responsible experience providing customer service at a public counter or office that provides planning, construction, land surveying, architecture, engineering, or similar services.
- Associate's degree in planning, urban studies, geography, GIS, civil engineering, environmental science, or a related field.
- Successful completion of at least six credit-hours of post-secondary coursework in GIS.

Starting Salary and Benefits:

\$50,000+

Starting salary is commensurate with experience

Our benefits package includes medical, dental, and vision coverage, life insurance, retirement with employer match, 13 paid holidays, family leave and accrued annual and sick leave.

How to apply:

Send your resume, cover letter, and three references to:

Tina Piatt

Knoxville-Knox County Planning

Suite 403, 400 Main Street Knoxville, Tennessee 37902

employment@knoxplanning.org

It is our policy to contact only those candidates selected for an interview, so be sure to reach out to confirm your materials were received. Also, a cover letter is an important part of the application packet – we are unable to review incomplete submissions. Our review will begin immediately, and the position will remain open until filled. Visit our website to check the position status and to learn more about our agency. An offer of employment will be contingent on the candidate passing a background check before starting work.



Electrical Substation Technician

Job #00764

Posting Dates: Feb 18- Mar 11, 2025

Department: System Maintenance – wires

Classification: Sys Op Tech

Location: 4505 Middlebrook Pike

Work Hours: 40+ hours per week, M-F

Annual Rate: \$51,200- \$76,800

[Apply Now](#)

About the role:

Performs testing, maintenance, operations, and repairs on all electrical and mechanical equipment located within KUB's electric substations and distribution system (13kV-161kV). Performs high-voltage switching, operates complex test equipment in order to complete equipment inspections, analyzes test data, performs necessary corrective actions, and keeps detailed documentation relative to transformers, voltage regulators, breakers, relays, 3-phase reclosers, padmount switchgear, communication, and control equipment. Responds to all types of system emergencies – performing distribution system troubleshooting and restoration responsibilities. Conducts training sessions on electric system & equipment operating procedures, testing and repair methods, and proper safety and work rules.

Physical Requirements:

- Bend, stoop, lift and work where conditions are cramped, and head space is limited
- Must be able to work on structures up to 60ft high
- Requires above normal visual and mental alertness quite frequently
- Must be able to climb steps and work from ladders

Minimum Requirements:

- High School Diploma or equivalent
- Must have a minimum of one year experience or training in the maintenance and operations of electrical, mechanical, hydraulic, or pneumatic systems
- Must possess a high degree of mechanical and problem-solving ability and working knowledge of equipment, tools, and instruments used to perform mechanical tasks
- Ability to read and utilize schematics, diagrams, and operations maintenance manuals
- Good written and oral communication, interpersonal, and team skills
- Good PC skills including word processing, database entry, and spreadsheet reporting
- Valid driver's license, ability to obtain (within twelve months of employment) and maintain a valid Class A Tennessee Commercial Driver's license

Preferred Requirements:

- Associate degree or two years of technical training in a related field (electrical, electronics, mechanics)
- Must possess project management skills necessary to work in a diverse multi-team environment
- Must possess the ability to accept assignments in other process areas without losing focus or commitment to excellence
- Five years of experience or training in maintaining and repairing electrical, mechanical, hydraulic, or pneumatic systems; with two years of that related experience with a utility preferred
- High degree of electrical and mathematical ability and working knowledge of equipment, tools, and instruments used to perform electrical tasks
- Advanced vocational training in electronics or electrical engineering technology and ability to read and understand technical drawings with specialized training in utility-facility operations and repairs
- Completion of TVPPA Substation Maintenance Course, Protective Relaying Course, and experience in installation, operation and maintenance of high-voltage (13kv-161kv) electric substations
- Experience in the use of various test equipment (i.e. Protective Relay Test, Power Factor Test, Insulation Resistance Test, Transformer Turns Ratio Test, Contact Resistance Test, 161kV, 69kV, and 13kV Breaker Analyzer Test)

KUB Benefits:

- Health Benefits with low premiums and deductibles
- Benefits start day one
- 401K contribution and match
- PTO available after first pay period
- 11 paid holidays
- Free financial advising
- Educational assistance and professional development opportunities
- Employee physician and mental wellness programs

[Apply Now](#)



Easement Acquisition Associate

Job #00790

Posting Dates: Mar 4-19, 2025

Department: Procurement

Classification: Engineering Associate

Work Location 4505 Middlebrook Pike

Work Hours: 40 hours+ per week, M-F

Annual Rate: \$44,600- \$88,400

[Apply Now](#)

About the Role:

Responsible for researching, negotiating, executing, and recording of easement agreements and supporting documentation. This role involves conducting on-site meetings with residential, commercial, and industrial customers, which may include driving a KUB vehicle to various locations to assess property details, address customer concerns, and discuss easement terms in person. Related activities include but are not limited to, cost estimating, settlement negotiation, document retention, reporting, public record research, and any other business-related support. Will also develop and maintain complete and accurate files, as well as prepare agreements and exhibits for recording. Responds in a timely, professional, and comprehensive manner to requests involving property ownership, restrictions, recorded deeds, and other right of way requests or inquiries.

Physical Requirements:

- Sedentary work- exerting up to ten pounds of force occasionally
- Frequently lift. Carry, push, pull, or otherwise move objects
- Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time

Minimum Requirements:

- High School Diploma or Equivalent
- Strong communication, interpersonal, written, verbal and team skills
- Strong analytical and project management skills
- Ability to work independently on projects in a timely manner
- Proficiency in spreadsheets, Adobe, and presentation software (Microsoft Office)

Preferred Requirements:

- Strong Knowledge of local utility industry
- Knowledge of legal descriptions and surveyed drawings for easement acquisition and research
- Two or more years of land rights negotiation experience
- Ability to manage multiple assignments
- Strong customer relations skills

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KUB Benefits:

- Health Benefits with low premiums and deductibles
- Benefits start day one
- 401K contribution and match
- PTO available after first pay period
- 11 paid holidays
- Free financial advising
- Educational assistance and professional development opportunities
- Employee physician and mental wellness programs

[Apply Now](#)

Entry-Level Electrical Designer

Job description:

MBI is seeking a highly motivated and energetic Entry Level Electrical Designer to join our Electrical Engineering team. In this role, you will leverage your talent and experience to bring unique solutions to projects for our diverse client base. A successful candidate will perform a variety of work in the initial planning and design phase of equipment, systems, facilities, infrastructure, or processes. Candidates shall have basic knowledge of concepts, principles, and theories in electrical engineering technology and general understanding of AutoCAD and Revit. Under general supervision evaluate, select, and apply standard design techniques, procedures, and criteria to develop detailed design documents through completion while taking direction from senior staff

Responsibilities:

- Provide design support on facility and infrastructure design projects under close supervision from more senior staff.
- Perform basic calculations for design work in discipline.
- Study design criteria, and standards and incorporate required design practices into production of design deliverables.
- Perform computer-aided drafting to produce design deliverables.
- Assist with gathering field data to support development of design deliverables.
- Review and observe construction on projects to verify compliance with design deliverables.
- Coordinate with other designers and technicians to complete assignments.

Qualifications:

- AS graduate in Engineering Technology from a university or college
- 0-5 years of experience
- Experience with 2D CAD drafting with AutoCAD required and 3D BIM modeling with Autodesk Revit is preferred.
- Experience with Bluebeam Revu preferred and Microsoft Office required.
- Basic knowledge of concepts, principles, and theories specific to electrical engineering.
- Excellent communication both written and verbal skills.
- Ability to work independently and as part of a team in a fast-paced environment with excellent attention to detail.

Working Conditions & Physical Requirements:

Duties will typically be performed in an office environment, at construction sites for new facilities, or at existing facilities undergoing renovation. Periodic travel will be required for site visits and client meetings.

Benefits:

- Health insurance
- 401K plus employer match
- Company stock purchase option
- Great work environment

- Great work environment
- Paid vacation

Company Overview:

MBI Companies, Inc. is a midsize architecture and engineering firm providing innovative solutions to our clients in sectors, including commercial, industrial, healthcare, and education. At MBI, we pride ourselves on fostering a culture that is collaborative, innovative, and client focused. Our team members are passionate about their work and are dedicated to delivering high-quality solutions to our clients. We encourage open communication, idea-sharing, and ongoing learning, and development to support the growth of our team members. Our work environment is fast paced, challenging, and rewarding. We are committed to creating a positive and supportive workplace culture where everyone feels valued and empowered to make a difference

How to Apply:

If interested in this job, please send your resume to Mark Newlin at: markn@mbicompanies.com



Registered Polysomnography Technician

Job Description:

Performs Polysomnography Technician duties proficiently. Duties may include attaching monitoring equipment to patients, observing and accurately documenting recordings, participating in patient/family education and orientation to the sleep center and various procedures. Ensures safety throughout a patient's stay. Reports to Director- Neurology

Job Requirements:

- No Supervisory Responsibilities
- Minimum education requires is an associate's degree
 - Successful completion of an accredited educational program leading to an associate degree with an emphasis in Polysomnography OR successful completion of a polysomnography program of no less than 1 year duration associated with a state licensed and/or a nationally accredited educational facility or equivalent experience and documented proficiency at all competencies required of Polysomnographic Technician.
 - License/ certification Required - Must hold credentials from the Board of Registered Polysomnographic Technologists (BRPT) preferred and/or certification by the American Board of Sleep Medicine (ABSM) as a Registered Sleep Technologist (RST) or equivalent. Required to maintain CPR or BLS certification
- Minimum Work experience: Previous experience in pediatric sleep medicine preferred.

Required knowledge, skills and abilities:

- Excellent written and verbal communication skills
- Demonstrates good, appropriate interpersonal skills
- While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear
- Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- In the performance of this job, the employee may be exposed to chemical vapors such as acetone, ether, or glutaraldehyde

Duties and Responsibilities:

- Correctly gathers and analyzes patient information: Collects, analyzes and integrates patient information in order to identify and meet patient-specific needs including physical/mental limitations, current emotional/physiological status regarding the testing procedure, pertinent medical/social history, and to determine final testing parameters/procedures in conjunction with the ordering physician or clinical director and laboratory protocols. Completes and verifies documentation. Ensures required documentation is complete, accurate, and accomplished in a timely manner. Correctly explains pre-testing, testing, and post-testing procedures to each patient and/or family.

- Performs all testing preparation procedures correctly, following all departmental policies and standards: Prepares and calibrates equipment required for testing to determine proper functioning before each procedure and makes adjustments, if necessary. Applies electrodes and sensors according to accepted published standards. Performs appropriate physiologic calibrations to ensure proper signals and makes adjustments if necessary. Performs positive airway pressure (PAP) mask fitting.
- Ensures accurate and complete: Consistently follows procedural protocols such as Multiple Sleep Latency Test (MSLT), Maintenance of Wakefulness Test (MWT), parasomnia studies, PAP, oxygen titration etc. to ensure collection of appropriate data. Accurately follows “lights out” procedures to establish and document baseline values (such as body position, oxyhemoglobin saturation, respiratory and heart rates, etc.) Accurately follows “lights on” procedures to verify integrity of collected data and completes the data collection process (repeats the physiological and instrument calibrations and instructs the patient on completing questionnaires, etc.) Performs Polysomnographic data acquisition while monitoring study-tracing quality to ensure signals are artifact-free and makes adjustments, if necessary. Accurately documents routine observations including sleep stages and clinical events, changes in procedure, and significant events in order to facilitate scoring and interpretation of polysomnographic results. Implements appropriate and timely interventions (including actions necessary for patient safety and therapeutic intervention such as continuous and bi-level positive airway pressure, oxygen administration, etc). Demonstrates the knowledge and skills necessary to recognize and provide age-specific care in the treatment, assessment, and education of neonatal, pediatric, adolescent, adult, and geriatric patients.
- Polysomnographic record scoring: Scores sleep/wake stages by applying professionally accepted guidelines. Scores clinical events (such as respiratory events, cardiac events, limb movements, arousals etc.) according to center specific protocols. Generates accurate reports by tabulating sleep/wake and clinical event data.
- Demonstrates the ability to analyze complex situations and apply policy as necessary.
- Complies with the ABSM Standards of Conduct at all times, ensuring a professional environment of care.
- Actively participates in quality efforts and seeks new opportunities to increase quality
- Performs routine and complex equipment care and maintenance following all appropriate and applicable procedures.
- Evaluates sleep study related equipment and inventory to ensure adequate operations and needs are met.
- Complies with applicable laws, regulations, guidelines and standards regarding safety and infection control issues.
- Willingly accepts any other assignment that may be requested.
- Utilizes hospital resources and time respectfully and accountably.
- Ensures that cost-effectiveness and quality are taken into account when making decisions in regards to utilizing department resources.
- Demonstrates a personal commitment to reducing waste.
- Considers the impact on other departments and facilities within Children’s Hospital when making decisions or taking action.

Physical Requirements:

- Note: reasonable accommodation may be made for individuals with disabilities to perform the essential functions of this position
- Light lifting, pushing and pulling is required for 10-20 pounds occasionally and frequent moving of objects of less than 10 pounds is required. Frequently sitting with some walking, standing, squatting, bending and reaching is required.
- Keyboard/computer use and/or repetitive motions may be required

[Apply For Daytime Position Here](#)
[For Apply Nighttime Position Here](#)