



Company: Civil Design Inc.

Position: Director of Railroad Operations

Salary: TBD based on experience

of Positions: 1

Travel: Frequent

Base Location: South Dakota

Company Description:

At Civil Design Inc (CDI), we utilize the latest technology available in surveying, data collection, and engineering. We produce custom-based solutions that help our clients maintain a competitive edge. We believe communication and collaboration are the foundations of success. CDI continues to expand its regional presence with professionals licensed in South Dakota, North Dakota, Texas, Missouri, Nebraska, Minnesota, Iowa, Wisconsin, and Indiana. The CDI team handles many kinds of projects, including highways, bridges, parking-lot designs, sports complexes, as well as the firm's undeniable niche in the railroad industry.

CAREER OPPORTUNITY DESCRIPTION:

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Under the direction of the company management, conducts preliminary engineering activities to identify need for engineering project.
 - Prepare feasibility studies, cost estimates and other reports.
 - Examines survey reports, drawings, maps, blueprints, aerial photos, and other geologic or topographical data for the study of projects.
2. Design assigned engineering projects under the direction of the managing partner or project engineer, incorporating policies, standards and specifications to create cost effective projects.
 - Participates in preliminary on-site reviews
 - Create cost estimates.
 - Review plan designs
3. Coordinates assigned construction projects under the direction of the MP to ensure deadlines are met and projects are completed according to plans.
 - Respond to engineering questions posed by developers, citizens and staff members.
 - Inspect construction sites to see progress and to ensure that the projects meet design requirements and standards.
 - Performs final detailed final inspections of assigned projects and complete final documents for Project Manager's signature.
4. Prepares railroad facility analysis and inspection under the direction of the MP.
 - Evaluates and recommends materials, products, technologies, and procedures.
 - Compiles and analyzes data and prepares reports.
 - Coordinates and participates in inspections and meetings to acquire information pertinent to studies.
5. Responsible for helping the firm maintain the relationships that are essential to client-focused services.
 - Assist in growing the business via relationships with existing clients and developing new clients
6. Performs other work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- State and federal laws and criteria relating to engineering standards of the appropriate discipline;

- Computer applications especially AutoCAD and Microsoft Office products;
- Knowledge and use of codes and standards as they apply to construction observation.
- Prepare, interpret, and use civil engineering plans, maps, specifications, and technical reports;
- Perform mathematical computations as they apply to engineering planning, design development, and construction;
- Operate a computer and use software for design or site evaluation;
- Communicate sufficiently to convey information and direction to technical staff, clients, contractors and other engineers.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent in experience considered
- 3-5 years of railroad operational and/or project management experience
- Possession of valid driver's license (CDI does not sponsor, renew or extend visas for this position)

REPORTING RELATIONSHIP:

Reports to Managing Partner

PHYSICAL REQUIREMENTS & WORKING CONDITION

Working in a typical office environment and on construction sites and may be exposed to all weather and environmental conditions, high traffic and heavy equipment, and hazardous materials and situations. Noise levels and accessibility at construction sites is expected to be typical for heavy construction and building construction. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 50 pounds. Hand eye coordination is necessary to operate computers and other office equipment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

