



**Company:** Civil Design Inc.  
**Position:** Project Engineer II  
**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:**

The Project Engineer II to be responsible for all engineering and technical disciplines that projects involve. You will schedule, plan, forecast, resource and manage all the technical activities aiming at assuring project accuracy and quality from conception to completion. The ideal candidate is a self-starter and a motivated individual who is a team player with a knack for problem solving.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Conducts preliminary engineering activities to identify needs for engineering project.
  - Compiles and reports on technical data.
  - Develops preliminary and final opinions of cost.
  - Schedules and participates in field inspections of programmed engineering projects and potential projects for logical construction sequence.
  - Negotiates relocation of utilities and recommends approval of companies' plans and cost estimates.
2. Designs assigned engineering projects in accordance with generally accepted practices, incorporates policies, standards, and specifications to create cost effective, construction projects.
  - Development and design of plans for technical compliance with Federal, State and Local requirements.
  - Creates design alternatives and cost estimates.
  - Analyzes project data, participates in preliminary on-site reviews, and recommends changes in scope of designs.
  - Identifies design problems and recommends solutions which comply with standards.
  - Recommends new and revisions to design standards and practices.
  - Direct support staff assisting in plan development and data collection.
3. Coordinates assigned construction projects to ensure deadlines are met and projects are completed according to plans and specifications.
  - Participates in preconstruction meetings to provide information to contractors and other affected persons.
  - Recommends payment for completed work.
  - Reviews inspector's reports and recommends solutions to construction problems.
  - Maintains project diaries and reviews and signs project documents.

- Prepares and recommends construction changes orders (CCO's) and other changes in project scope.
  - Performs detailed final inspections of assigned projects and completes and signs final documentation.
4. Conducts engineering studies and prepares reports
    - 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.
    - Applies analytical models.
  5. Reviews project plans to verify compliance with specifications, constructability of projects, and correctness of cost opinions and quantities.
  6. Responsible for helping the firm maintain the relationships that are essential to a client-focused services.
    - Assist in growing the business via relationships with existing clients and developing new clients
  7. Performs other work as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- The principles and practices of engineering as they apply to public works;
- The technical phases of civil engineering such as surveying, hydraulics, transportation, materials, and design principles;
- The exact sciences such as mathematics, physics, and chemistry;
- State and federal laws and criteria relating to engineering standards of the appropriate discipline;
- Computer applications especially Civil 3D and Microsoft Office products;
- Knowledge and use of codes and standards as they apply to design.
- Project Management skills
- 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;
- Communicate sufficiently to convey information and direction to technical staff, clients, contractors and other engineers. Ability to speak, read, write and comprehend in fluent English.
- Address engineering problems with no or limited supervision.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Civil Engineering required
- 3-7 years of progressive experience
- Current PE in South Dakota or other states as required or ability to obtain a PE certifications within 18 months
- Possession of valid driver's license (CDI does not sponsor, renew or extend visas for this position)

**REPORTING RELATIONSHIP:**

Reports to Principal Engineer

May exercise technical supervision over less experienced engineers and engineering technicians.

**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.

