



## **Civil Engineer**

The Pennington County Highway Department is looking for a full-time Civil Engineer to perform analysis, design, contract administration and construction management. Must be able to obtain a PE license within one year of hire date.

### **Essential Functions:**

- Perform topographic surveys
- Design and prepare plans for drainage and highway projects with AutoCAD Civil 3D
- Create maps with ArcMap
- Write contract documents and determine quantities for bidding
- Stake and inspect construction projects
- Sample and test materials
- Prepare cost estimates
- Review plans prepared by consultants and provide comments
- Prepare right-of-way and easement documents, obtain signatures, and record the documents
- Obtain permits from the Army Corps of Engineers, South Dakota Department of Natural Resources, and South Dakota Department of Transportation
- Prepare reports including Tier II, Storm Water Pollution and Prevention Plans, Air Quality plans, and others
- Locate County utilities in the field
- Review development plans and provide comments
- Inspect pavement conditions
- Determine no passing zones
- Research documents at the Register of Deeds
- Review bridge inspection reports and prepare a plan to perform necessary repairs
- Attend meetings as necessary
- Perform basic hydraulic studies and storm sewer design
- Prepare pay estimates for construction projects
- Develop long range construction and maintenance plan
- Review shop drawings
- Direct and assist the Engineering Technicians

### **Pennington County Benefit Summary**

Health Care Program

Health – Pennington County has a self-funded health care program for employees and their dependents. Health Insurance and Prescription Drug is covered through Wellmark (Blue Cross Blue Shield). The County pays up to 75% of the employee's premium, and 50% of the dependent premium. There is a \$1000 single, \$1500 employee +1, and \$2000 family deductible per calendar year. There is a \$25 co-pay on in-network doctor visits.

Dental – Dental coverage is provided through Delta Dental of South Dakota. 100% of usual and customary charges for preventive and diagnostic procedures are covered, after a \$50 deductible per individual / \$150 per family. Routine and restorative procedures, endodontics, periodontics, and major services are covered at 50%. There is an annual maximum of \$1000 per individual. Orthodontics are not covered under this plan.

Prescription – The Health care program includes retail and mail order (90-day supply) prescription coverage, both requiring an affordable co-pay. Co-pays do not accumulate toward satisfaction of the deductible or co-insurance limit.

Note: Health care program coverage is effective on the 1st of the month following one complete month of employment. The program is available for employees and their dependents.

#### Life Insurance

Pennington County provides a \$20,000 basic life insurance policy for every benefited employee. Optional supplemental life insurance can be purchased for employee, spouse, and dependent children.

#### Employee Assistance Program

Pennington County employees and family members may receive counseling services for issues relating to financial difficulties, marital and family distress, emotional problems, and alcohol or drug abuse. Generally speaking, as many as three visits annually are provided at no charge. Services are confidential.

#### Retirement Plan

Pennington County is a member of the South Dakota Retirement System (SDRS). The employee contributes 6% (8% for public safety) of gross wages. The contribution is matched by the County. Upon separation from employment with Pennington County, individuals who are fully vested in SDRS (three years of contributory service) have the right to receive a monthly lifetime retirement benefit at retirement age.

Employees may choose to save additional funds toward retirement on a pre-tax basis through the SDRS supplemental retirement program. Other SDRS benefits include long term disability, family, and spouse benefits.

#### Supplemental Insurance

AFLAC offers various supplemental insurance policies for employees and family members. These policies are portable and guaranteed renewable. Premiums are deducted from payroll.

Please go to <https://www.pennco.org/jobs> for more information and an application.