



CIVIL ENGINEER

Cabbiness Engineering, LLC is searching for a Civil Engineer for design projects in our Norman office. The projects will include municipal roadway, stormwater, water and wastewater design and studies, as well as Oklahoma Department of Transportation and other state agency projects. Experience in one of these areas is preferable, but experience in multiple areas is not required. The selected candidate will work independently, as well as with our team of experienced professionals.

Location	Norman, OK
Position Title	Civil Engineer
Company Name	Cabbiness Engineering, LLC
Job Type	Full-Time
Duration	Indefinite
Education	BA/BS/ Undergraduate
Experience	4 years

COMPANY INTRODUCTION

Cabbiness Engineering is a Norman-based civil engineering firm that has emerged as an industry leader throughout the State of Oklahoma. From our humble beginning in 2009, we have always strived to be a leading provider for the State in regards to Municipal, State Transportation, and Civil Site Design projects. In order to maintain this goal, as well as expand our company's footprint and stay ahead of the curve in regards to offering cutting edge designs, we have strategically grown through our operations team – a combination of recent graduates and industry-leading professionals who have over 190 years of industry-related experience. Additionally, throughout our planned growth, our core values from which our company was founded still guide our decision making and how we conduct business – by upholding Integrity, Fairness, Enthusiasm, and Responsiveness in every endeavor we manage.

OUR MISSION

Our mission is to provide sensible solutions for our clients with detailed and personalized service. We do this for our clients with Integrity, Fairness Enthusiasm, and Responsiveness.

Our team works in a creative, collaborative environment where professional growth is fostered utilizing the latest civil engineering technology.

Our company's excellence is defined as complete client satisfaction.

It is with this standard in mind that Cabbiness Engineering, LLC desires to bring on a driven, effective, and ethically-sound candidate to round out our professional team and our company's cultural fit.

POSITION DEFINITION

Civil Engineers will be under the general supervision of the engineering manager, J. Bret Cabbiness, PE. They will perform a variety of complex engineering tasks (engineering design and review, detailed engineering calculations and project management) for numerous projects, as well as for various private, local, state and federal governmental agencies.

EXAMPLES OF WORK

- Projects will be a variety of public improvement projects (water distribution systems, sanitary sewer collection systems, waste water lift stations, roadway improvements, traffic signal

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improvements, drainage improvements and storm water collection systems, storm water detention, county bridge improvements, state and federal highway improvements).

- Review design plans to ensure compliance with design guidelines, review comments and established governmental (city or state) procedures. Recognize and report errors or inconsistencies with design data.
- Review and/or prepare required design reports (preliminary engineering reports, drainage or bridge reports) and required construction permits (ODEQ reports and permits, Corp of Engineer's 404 Permit, FEMA Letters of Map Amendments, and ODOT Utility Permits) for assigned projects for the project engineer's / engineering manager's signature.
- Design and manage production of numerous construction plan sets (title, typical, details, P&P, cross sections, erosion control and construction estimates) for multi-discipline projects.
- *For Licensed Professional Engineers Only* - Review and be responsible for assigned design team's (CADD Technicians, CADD Managers and Engineer Interns) work for compliance with established tasks, design guidelines, review comments and established company policies and procedures.

KNOWLEDGE AND SKILLS

Civil Engineers must provide technical instruction and teach assigned design team general engineering design and concepts.

- Civil engineering design
- Topographical surveying
- Preparation of construction plans and specifications
- Project permitting
- Advanced principles and objectives of construction planning and analysis
- Experience with AutoCAD Civil 3D (preferably with 2017 version, but not required)
- Basic Microsoft applications (Word and Excel) are required.
- Experience with design software such as Civil 3D or other engineering design software is required.
- Experience with modeling software is preferable, but not required

EDUCATION AND EXPERIENCE

Minimum qualifications include:

- Bachelor's Degree in Civil Engineering,
- Four (4) years of related municipal and/or transportation experience (project design and project management) with a consulting engineering firm or federal or local government agency
- Strong communication/teaching skills
- Oklahoma Professional Engineer License (*or the ability to become licensed in Oklahoma within 1 year*).

REQUIRED WORK SCHEDULE

Minimum 40 working hours per week is required. Typical workweek is four (4) nine (9) hour workdays (Monday-Thursday) with one (1) four (4) hour workday (Friday), year round. Additional work hours may be needed when requested. Civil Engineers are not eligible for overtime for additional hours worked since they will be in a salaried position.

PERSONAL TIME OFF

Time off for most recognized holidays will be paid.

NEW YEAR'S DAY – observed Tuesday, 1/1/2019	THANKSGIVING DAY – Thursday, 11/28/2019
MEMORIAL DAY – Monday, 5/27/2019	THANKSGIVING FRIDAY – Friday, 11/29/2019
INDEPENDENCE DAY – Thursday, 7/4/2019	CHRISTMAS EVE – Tuesday, 12/24/2019
LABOR DAY – Monday, 9/2/2019	CHRISTMAS DAY – Wednesday, 12/25/2019

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Additionally, paid vacation/sick leave is accrued bi-weekly (per paycheck) according to the following table:

Years Employed	Weeks Earned Per Year
0 < 3	3 weeks PTO
3 < 10	4 weeks PTO
10 +	5 weeks PTO

MONETARY COMPENSATION

Compensation is at market value based upon qualifications, experience and productivity.

OTHER COMPENSATIONS

- All new company hires have a mandatory three (3) month probationary period.
- Full time employees will have the opportunity to participate in the company’s benefits plan (Two Options: HSA or FSA), including Health, Dental and Vision options.
 - A shared cost (Employee and Employer paid) health insurance plan is offered to all full time employees as a benefit. (*Employee dependants may be added to the health insurance plan at the employee’s expense*).
 - Health insurance coverage begins the 1st day of the month following the date hired.
- Eligibility for the company’s retirement plan requires a full one (1) year of employment.