

Planner Intern

Job Location: Fargo, ND

About Us

At KLJ, we love engineering, moving forward, and bringing ideas to life. Our work is more than a project, it's a long-term solution for the communities in which we live and work. We are committed to providing an exceptional experience to our customers – every project, every time. We reimagine what projects can be through innovative planning, design, and support of infrastructure projects of all shapes and sizes. Join our team and reimagine what your career can be.

Position Purpose

Assist in providing both short and long range community and transportation planning products for KLJ projects in a timely, accurate, and cost-effective manner.

Essential Functions

- Assist with professional planning, technical, and program management
- Assist with the preparation of existing conditions, systems analysis, planning level concepts development, and assist in the development of written and visual presentations
- Use software and equipment to prepare and appropriate community and transportation planning products using company established standard procedures
- Provide quality control by reviewing completed work to ensure compliance with KLJ quality standards
- Communicate consistently with the project manager
- Read and interpret appropriate data sets to assist with client management and communicate effectively to answer inquiries from coworkers, clients, or the public
- Must have a valid driver's license and be able to operate motorized vehicles

Responsibilities

- Participate in meetings with stakeholders and clients
- Assist with design, plans, specifications, reports, maps, schedules, estimates, data collection, and documents and agreements as needed

Qualifications

- Working towards a bachelor's degree in planning, civil engineering, or a related field

Preferences:

- One year of previous planning intern experience is preferred.

Physical Requirements

The physical demands described represent 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.

The employee is regularly required to:

- Sit, stand, walk, stoop, kneel, twist, crouch, and crawl
- Use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms
- Talk or hear and communicate clearly

The employee must:

- Frequently lift and move up to 10 pounds and occasionally lift and move up to 25 pounds

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Hours and Travel

This position requires the individual work 40+ hours per week with 90% of the time spent in the office and 10% in the field.

All applicants must be authorized to work in the US. KLJ does not sponsor applicants for employment-based visas. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

For more information or to apply, please visit:

<https://recruiting2.ultipro.com/KAD1000KLJI/JobBoard/0113395a-2778-4136-905e-7b48e89cce4b/Opportunity/OpportunityDetail?opportunityId=3408fdbb-bb85-4920-8582-02ab9fcd0188>