City of Rapid City  
Job Description  

**Job Title**: Assistant Public Works Director  
**Job Code**: APWD  
**Job Family**:  
**Pay Grade**: NU25  
**Date Revised**: 02/11/2022  
**FLSA Status**: Exempt  

**General Summary**: This position is responsible for providing senior level leadership for the Divisions and programs of the Public Works Department, to include direct supervision of Division Management, subordinate staff, and operations, under the general supervision of the Public Works Director.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provides direct line supervision for Division Managers and/or subordinate staff on routine day-to-day operation of Public Works facilities, services, and programs; provides guidance to facilitate the resolution of issues that may arise during the normal course of operations of the Public Works facilities or divisions.
- Develops policy guidelines and reviews department and division budgets.
- Supervises the development of long-term goals and capital improvement programs for enterprise fund divisions.
- Assumes responsibility for all Department functions in the absence of the Public Works Director.
- Advises the Mayor, Council and other department directors on Public Works related issues.
- Gives technical assistance to the Public Works Director, including planning, developing and executing special projects.
- Represents the City on various negotiations with public and private entities.
- Manages staff by: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree in Civil Engineering, Public Administration or directly related field from an accredited college or university required along with (8) eight years progressively responsible experience in private or public engineering or related field OR a Master’s degree in Civil Engineering, Public Administration or directly related field and (5) five years directly related experience in private or public engineering or related field and/or a relevant combination of education and experience deemed acceptable by the hiring authority.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days of date of hire.
Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.