City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Operations Management Engineer</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PWOM</td>
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<tr>
<td>Pay Grade:</td>
<td>NU23</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>12/15/2020</td>
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**General Summary:** This position is responsible for managing projects and programs related to the planning, design, and construction of City facilities. This role is responsible for planning and executing major maintenance activities on City facilities.

**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.

- Manages the planning, design and construction of City facilities.
- Provides assistance to all Public Works operations and Utility Managers on routine day-to-day operations of Public Works facilities or services, and provides guidance on questions or problems that may arise during the course of normal operations of Public Works operations and Utility divisions.
- Participates in the development of long-term capital improvement programs for Public Works Operations and Engineering/Utilities.
- Prepares designs for City facility projects.
- Participates in the consultant selection process and supervises their designs and construction plan preparation.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college or university in Engineering and six years experience in administration, design and construction relating to the principles and practices of Engineering as applied to municipal public works.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must possess a South Dakota Professional Engineer (PE) license or ability to obtain within 90 days from 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 moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. 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 frequently 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. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.