City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Public Works Director</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PWDU</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU27</td>
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<tr>
<td>Date Revised:</td>
<td>12/15/2020</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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General Summary: This position is responsible for directing, managing and supervising the Public Works Department, which includes the divisions of Engineering, Streets, Transit, Water, Water Reclamation and Solid Waste.

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 and supervises the operation of the Public Works division managers and superintendents.
- Develops policy guidelines and reviews department and division budgets.
- Directs development of annual Capital Improvements Plan for the City and other long-range planning involving Public Works infrastructure.
- Attends all Rapid City Common Council meetings and advises the Mayor, Council and other department directors on related issues.
- Serves as staff executive on the Public Works Committee, as staff on the Mayor’s department director committee and other boards, commissions and bodies as directed.
- 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 (10) ten years progressively responsible experience in private or public engineering OR a Master’s degree in Civil Engineering, Public Administration or directly related field and (6) six years directly related experience in private or public engineering.

Certificates, Licenses, Registrations:

Professional Engineering (P.E.) License preferred. 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.