City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>City Engineer</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CYEG</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU25</td>
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<tr>
<td>Date Revised</td>
<td>4/14/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** As the Engineering Services Division Manager, the City Engineer is a member of the Public Works Senior Management Team. As such, is responsible for the oversight of the Design, Construction, Development Review, Traffic Operations, and Geographic Information System (GIS) Groups. Directs technical, administrative, and budgetary functions of the Engineering Services Division.

**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 staff by: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Acts as a public spokesperson to the media, citizens, forums, and presentations.
- Develops and implements policies, plans, programs, and projects relating to technical and administrative functions.
- Prepares and monitors division budget.
- Directs the design, construction and administration of infrastructure projects.
- Supervises the review of development plans and permits for compliance with City design standards and specifications and provides inspection of subdivision and development improvements.
- Supervises the preparation of the capital improvement plan budgets for streets, drainage, water, and wastewater infrastructure.
- Supervises the Traffic Operations Group that carries out the operation and maintenance of City traffic control devices and roadway lighting system.
- Acts as liaison with other departments, divisions, government agencies, elected and appointed officials and the public.
- Ensures adherence to design criteria, standard specifications, ordinance, and policies of the City of Rapid City.
- Serves on committees as directed by the Public Works Director, Mayor and Common Council.
- May assume Public Works Director duties in his/her absence or provide critical support to him/her during exigent circumstances.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college or university in Civil Engineering and six years related experience and/or training in Civil Engineering tasks.

**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’s (PE) license or ability to obtain within one year 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 fumes or airborne particles and outside weather conditions. 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 and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.