City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Design Project Administrator I and II - Specialized</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>EGP1, EGP2</td>
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<tr>
<td>Pay Grade:</td>
<td>AU05, AU06</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>2/23/2021</td>
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**General Summary:** This position coordinates services for the Public Works Division. The Engineering Design Group, as a whole is tasked with the administration of Capital Improvement Projects for the City of Rapid City. This includes identifying Capital Improvement Program (CIP) projects, prioritizing, designing or administering consultant-designed CIP projects, property acquisition as needed and bidding CIP projects.

**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.

**Design Project Administrator I (Drafting/Design Technician Public Works/Engineering):**

- Provide technical support for various PW Divisions and other City Departments as needed.
- Provide support to City customers and the general public related to City infrastructure including water, wastewater, stormwater/floodplain management, streets, ADA accessibility, etc.
- Coordinate with Water and Water Reclamation Divisions, Streets Division, and Traffic Operations to identify and prioritize future infrastructure replacement and expansion needs and incorporate those needs into the CIP.
- Maintain and update master plans and drainage basin design plans document’s for water, wastewater, stormwater and streets.
- Prepare designs for infrastructure projects.
- Perform drafting for final plans for public bidding utilizing AutoCAD Civil 3D Software.
- Perform related necessary calculations.
- Maintain a system for producing scans, copies and storage of plats to be used by the Engineering Department.
- Manage projects as assigned.
- Develop and maintain the City of Rapid City CAD Standards for consultants and city design group.
- Create Geographic Information Systems (GIS) maps for City Engineers and other city departments utilizing ArcMap.
- Provide technical data to other city departments and general public.
- Catalogue, file, and/or update As-Built drawings records for CIP and development projects.
- Maintain and manage updates of AutoCAD software, printer/scanner, and related supplies.

**Design Project Administrator II (Utility Modeling/Asset Management Software Administrator):**

- Provide Modeling support and program maintenance for the Water and Sewer Models.
- Server and program maintenance for Cityworks.
- Maintenance and support for utility maintenance service cards application.
- GIS technical support for public works staff.
Qualifications:

Education and/or Experience:

**Design Project Administrator – Specialized I (EGPA):** High school diploma or general education degree (GED) and six years related experience and/or training in Civil Engineering tasks. Proficiency in GIS and CAD: Or a combination of education and experience deemed acceptable to the hiring authority.

**Design Project Administrator – Specialized II (EGP2):** Associates Degree or equivalent from a two-year college or technical school and ten years of directly related experience and/or training in Civil Engineering tasks. Proficiency in GIS and/or infrastructure modeling software: Or a combination of education and experience deemed acceptable to the hiring authority.

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.*

Most work is performed indoors in an office where interruptions may occur. 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; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms.