City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Design Project Administrator I and II</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:

- Provide technical support for various PW Divisions and other City Departments as needed.
- Provide support to City customers and the general public related to applicable City utility or infrastructure such as water, wastewater, stormwater/floodplain management, streets, ADA accessibility, etc.
- Gather data from plans, GIS, ordinances, criteria, specifications and other areas relating to customer utility requests and relay information to the public as needed.
- Review and recommend updates to standard project plan notes, specifications, design criteria, policies, and ordinances utilized on City projects based on best practices and changing industry standards. Assist with updates of documents as needed.
- Maintain and update master plans and drainage basin design plans document’s for applicable utility or specialty area, such as water, wastewater, storm water and/or streets.
- Manage and maintain city infrastructure in the GIS database and other software platforms used by different departments and divisions within the City.
- Coordinate with outside entities such as the South Dakota DOT, Pennington County, Rapid Valley, and Contractors on project related items.
- Administer overall City on-site programs, to include permitting of applicable systems, reviewing construction plans, and inspecting new installs. Coordinate with governmental agencies on commercial, Industrial and failing systems. Coordinate closely with Pennington County on all activities.
- Assist in the creation of City Council Resolutions including review plans, master plans and technical documents to determine fee area, prepare report and resolutions of construction fees.
- Manage City leased property for Public Works using a GIS database, notify the responsible party about leases that are about to expire, track which department is responsible for the property’s care.
- Assist with utility or applicable infrastructure related questions internally and to the public.
- Complete project organization by filing and archiving as well as electronic document management.
**Design Project Administrator II:**

- Coordinate with Public Works Departments to identify and prioritize future infrastructure replacement and expansion needs and incorporate those needs into the CIP.
- Manage, design, and bid Capital Improvement Projects as assigned, including the generation of construction plans, contract documents and specifications utilizing various software packages. Attend progress meetings and provide clarification to construction inspectors as needed.
- Manage consultant-designed CIP projects as assigned, including the selection and hiring of consultants, contract negotiations, review and management of consultant designed projects for compliance with approved Professional Services Agreements and City criteria, tracking and management of project budget, scope and schedule, general project coordination and point of contact for assigned projects.
- Provide quality assurance / quality control for project plans and specifications prepared by staff and design consultants to ensure project meet the requirements of City criteria, and Standard Specifications
- Review overall project constructability from very simple projects to complex large-scale projects, review quantity computations and bid items on projects.

**Qualifications:**

**Education and/or Experience:**

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

**Project Administrator 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: Or a combination of education and experience deemed acceptable to the hiring authority.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 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.*

Most work is performed indoors in an office where interruptions may occur, however some work must be performed on job sites, exposing incumbent to outdoor 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 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. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.