City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Engineering Project Administrator</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>EGPA</td>
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<tr>
<td>Pay Grade:</td>
<td>AU05</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>12/15/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for performing various municipal engineering tasks including designing, contract administrating, construction managing and program managing.

**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.

- Prepares designs, specifications and contract documents for infrastructure projects and monitors same.
- Performs drafting, and surveying using manual electronic equipment and personal computers.
- Performs related necessary calculations.
- Manages programs and projects as assigned.
- Interprets intent of ordinances, statutes, and laws of the City and monitors compliance of same.
- Participates in the consultant selection process and supervises their design and construction plan preparation.
- Provides technical data to other city departments and general public.
- Leads staff by: interviewing, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) 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.

**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; 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 regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.