City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Engineer</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>EGPE</td>
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<td>Pay Grade:</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>7/18/2022</td>
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**General Summary:** This position is responsible for performing Civil Engineering analysis, designing, contract administration and project management of the City projects and programs.

**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.

- Demonstrates general knowledge of infrastructure systems including street, drainage, water and sewer design and construction; acquires general knowledge of applicable engineering principles and practice.
- Utilizes industry specific software for plan preparation and Civil Engineering design; collaborates with multi-disciplinary team to ensure key objectives are met.
- Prepares complete project designs, specifications, cost estimates, bid documents, and contract documents for in-house projects; performs peer review of engineering and project plans.
- Directs consultant-designed projects as assigned; provides general project coordination and review; drafts Request for Proposal (RFP) to facilitate in the solicitation, selection and hiring of consultants; conducts contract negotiations; drafts and reviews various agreements and contract documents; tracks and administers project funding, scope, and schedule.
- Coordinates communication with stakeholders, staff, consultants, developers, contractors, and the general public; resolves discrepancies, and clarifies design intent; Provides technical information to other City departments.
- Provides recommendations for improvements to programs, policies, and standards, and supports implementation of adopted improvements.
- Assists with project file maintenance by filing and archiving project documentation; assists with updating standard plan notes, forms, specifications, design criteria, department policy, Council resolutions, and City ordinance.
- Administers engineering programs as assigned; provides guidance and mentoring to entry-level engineers.
- Assumes duties of Senior Engineer, if needed, in their absence.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from an accredited college or university in Engineering or related field and four years related experience in Civil Engineering tasks.

**Certificates, Licenses, Registrations:**

Must be possess a South Dakota Professional Engineer (PE) License, or ability to obtain within one year from date of hire. Must possess a valid 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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel 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, distance vision, color vision, depth perception and ability to adjust focus.