City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Engineering Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PWPM</td>
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<tr>
<td>Pay Grade:</td>
<td>Exempt</td>
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<tr>
<td>Date Revised:</td>
<td>7/18/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position provides direct supervision to engineering staff within the Public Works department. Coordinates, manages, and monitors the progress of City projects and programs at all stages of development to ensure timely/efficient/cost effective projects, and performs related work as required.

**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 advanced knowledge of infrastructure systems including street, drainage, water and sewer design and construction; Applies extensive, diverse knowledge of applicable engineering principles and practice; Assists upper-level management as a technical specialist advisor for general engineering analysis and recommendations; Provides technical information to other City departments.
- Provides leadership and direct supervision of staff to include recruiting, hiring, on-boarding, training and mentoring new employees; plans, assigns, and directs work; appraises performance and provides feedback for professional development; rewards and disciplines employee performance; addresses complaints and resolves concerns.
- Leads and collaborates with multi-disciplinary teams; effectively facilitates meetings and maintains open communication, to ensure key objectives are met; seeks out training and education opportunities to increase technical, communication, leadership, and customer service skills; is actively involved in industry-specific professional organizations.
- Identifies and prioritizes infrastructure deficiencies, provides recommendations for new Capital Improvement Plan projects; defines project scope and budget; performs planning and design functions for City projects; performs engineering review of projects to ensure compliance with City policies and regulatory standards; prepares, manages and reviews complex designs, specifications, cost estimates, and contract documents for infrastructure projects, and supervises construction of same.
- Allocates resources and assigns projects, programs, and tasks to personnel; provides oversight for implementation and maintenance of engineering programs; provides technical guidance to staff; reviews and approves project plans, documents, designs, specifications, submittals, scope, budget, and schedule for conformity and quality assurance.
- Provides oversight of consultant management; oversees general project coordination and review; participates in the Consultant solicitation process to facilitate the selection and hiring of consultants; approves contract negotiations, reviews and approves consultant deliverables; reviews and approves various plans, agreements, and contract documents.
- Interprets intent of policy, procedures, specifications, criteria, ordinances, statutes, regulatory requirements and laws and monitors compliance with same; provides direction on updates to criteria, standards, policies and procedures to ensure consistency with same.
- Coordinates communication with stakeholders, staff, consultants, developers, contractors, elected officials and the general public; resolves discrepancies, and clarifies design intent.
- May assume applicable duties of the City Engineer in their absence.
Qualifications:

Education and/or Experience:

Bachelor’s degree from an accredited college or university in Engineering or related field, Master’s degree or higher preferred; eight years progressively responsible related experience and/or advance training in project management and civil engineering tasks. Demonstrated ability to effectively manage teams.

Certificates, Licenses, Registrations:

Must possess South Dakota’s Professional Engineering (PE) License, or be able to attain within 90 days from hire date. 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 toxic or caustic chemicals 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.