City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Staff Engineer</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>EGSE</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU20</td>
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<td>Date Revised:</td>
<td>3/24/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for performing Civil Engineering, analyzing, designing, contract administration, and construction management.

**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.

- Works under the supervision of licensed Professional Engineer to perform planning and design functions in conjunction with assigned City projects; Performs engineering review of proposed private development projects to ensure compliance with City policies and regulatory standards; Perform project related research and preliminary field investigations; Prepares reports on engineering related issues.
- Prepares various permits for proposed work done in the Right-of-Way and/or associated with utilities; Provides field inspection of public and private infrastructure to ensure compliance with applicable City requirements; Reviews quantity computations and bid items;
- Demonstrates knowledge of applicable engineering and GIS related software; Performs Civil Engineering surveying using manual and electronic surveying equipment including GPS equipment and electronic total station; Utilizes CAD for plan preparation and Civil Engineering design; Conducts and interprets project modeling; Maintains Geographical Information System (GIS) databases for related projects.
- Provides support to Engineering programs and tasks as needed; Participates in the consultant selection process and supervises consultant design and construction plan preparation.
- Assist with project file maintenance by filing and archiving project documentation; Assist with updating standard forms, specifications, design criteria, department policy, Council resolutions, and City ordinance;
- Coordinates communication with stakeholders, staff, and the general public; Resolves discrepancies, and clarifies design intent; Provides technical information to other City departments; Exhibits strong communication and customer service skills.
- Assumes applicable duties of Project Engineer as required.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college or university in Engineering.

**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.

The employee is occasionally exposed to moving mechanical parts; high, precarious places; 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.

The employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must 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.