City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Solid Waste Project Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>SWPM</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU22</td>
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<td>Date Revised:</td>
<td>3/30/2021</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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General Summary: This position is responsible for operating and managing environmental, regulatory compliance, and ongoing and proposed projects for the Solid Waste department.

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.

- Manages design and/or construction of the Solid Waste department capital improvements and facilities upgrades.
- Manages and supervises ongoing projects, including but not limited to fill progression, landfill gas, leachate management, and regulatory compliance.
- Manages and/or conducts the appropriate sampling for compliance with permits, regulations, and quality control to be in compliance with all federal, state, and local regulations, rules, and laws.
- Manages consultant and contractors with assistance from Engineering division.
- Assists in the development and implementation to include but not limited to the Solid Waste budget, rates, plans, polices, ordinances, etc.
- Assists in the selection and purchasing of the materials, equipment, and controls.
- Maintains inventory associate with projects, operations and maintenance.
- Provides technical information to Solid Waste staff, other city departments, regulatory agencies, and the general public.
- Assists in the management of the Solid Waste division and personnel as directed.

Qualifications:

Education and/or Experience:

Bachelor’s degree from four-year college or university in Civil, Environmental, Mining, or Geological Engineering and three years’ experience in management of solid waste, quarry, mining operations, or similar facilities.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Engineering in Training (EIT) license or South Dakota Professional Engineer’s (PE) license preferred.

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 frequently exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat; explosives and vibration. The noise level in the work environment is usually loud.

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 and taste or smell. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. 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, peripheral vision, depth perception and ability to adjust focus.