



**CITY OF RAPID CITY**  
invites applications for the position of:  
**Engineering Project Engineer**

An Equal Opportunity Employer

**SALARY**

Biweekly  
\$2,553.24 - \$2,750.81

**OPENING DATE:** 11/25/20**CLOSING DATE:** 12/28/20 11:59 PM**DESCRIPTION:****ABOUT US**

The City of Rapid City offers fantastic benefits including employer-paid health insurance premiums, 6% employer-matching retirement, life insurance benefits, short-term disability and generous vacation and sick leave time off. Starting level and wage depends on qualifications and experience.

The Public Works Department is a multi-faceted department tasked with providing development engineering, street maintenance and repair, water treatment and reclamation, solid waste management, public transit systems, and GIS mapping services. It is the mission of Public Works to use our resources effectively to protect the health, safety, and welfare of the community by providing safe and reliable drinking water, wastewater treatment, drainage, solid waste management, public transit, transportation systems, and GIS services.

**UNION:****POSITION DETAILS:****ABOUT OUR JOB**

The position's primary function is to support the Engineering Construction Group in meeting their daily and overall operational goals. The Engineering Project Engineer plans, directs, manages, organizes and coordinates the work activities of personnel engaged in the inspection of civil and public works infrastructure construction projects. Ensures work quality adherence to established policies and procedures; and provides complex administrative support to management staff. This position will report directly to the Construction Group Coordinator.

**Essential Duties and Responsibilities:**

- Manage a comprehensive inspection program using modern and complex principles and practices of construction inspection and management.
- Use interpersonal relations, professional communication, and negotiation and problem solving skills to collaborate with design professionals, contractors, employees, and citizens.
- Provide technical and administrative guidance, and direct supervision of consultants, contractors and subordinate employees.
- Interpret the intent of federal, state, and local ordinance, statute, codes, standards and regulations, and ensure compliance with same.
- Track and ensure compliance with plans, specifications, schedules, and contract documents by reviewing and approving technical submittals; conducting progress meetings, on-site inspections, and negotiation of contract disputes; oversee and participate in examination and analysis of construction materials; and prepare and review materials used and construction progress reports, change orders, and pay estimates.
- Acts as the Construction Group Coordinator in their absence.

**ADDITIONAL INFORMATION:****ABOUT YOU**

To perform this job successfully, an individual must be able to perform each essential duty successfully. The requirements listed below are representative

of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Our ideal candidate will possess:

- The ability to manage cross-functional teams.
- The ability to communicate clearly and effectively both orally and in writing.
- The ability to multi-task and focus in a fast-paced environment.
- Excellent project management, time management and organizational skills.

We understand your time is valuable, so we encourage you to apply if you possess the following minimum requirements:

- Bachelor's degree from a four-year college or university in Engineering and four years related experience in Civil Engineering tasks.
- South Dakota Professional Engineer (PE) License or ability to obtain within one year from date of hire.
- A valid driver's license or ability to obtain within 30 days from date of hire.

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Please contact City of Rapid City HR with questions  
at 605-394-4136.

Job #202000097  
ENGINEERING PROJECT ENGINEER  
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### Engineering Project Engineer Supplemental Questionnaire

\* 1. Are you a licensed Professional Engineer (PE)?

Yes  No

\* 2. If yes, list state(s) in which you are currently licensed.

\* 3. Please briefly describe projects you have been collaborated on or managed in the last five years that would be relevant to this position.

\* 4. Describe a time when you demonstrated field engineering/construction experience on a project you completed.

\* Required Question