



**CITY OF RAPID CITY**  
invites applications for the position of:

# City Engineer

An Equal Opportunity Employer

**SALARY**

Salary: See Position Description

**OPENING DATE:** 12/08/20

**CLOSING DATE:** Until Filled

**DESCRIPTION:**

**ABOUT US**

Rapid City, South Dakota is unlike any other city in the nation – it's the heart of the beautiful Black Hills. The City of Rapid City is a growing community – a fantastic opportunity to work and live in one of the most beautiful locations in the world! This vibrant city is brimming with outstanding restaurants, events and breathtaking outdoor recreation while offering a central location to the world-renowned parks and monuments in our area. For more information on the community of Rapid City, please visit [www.visitrapidcity.com](http://www.visitrapidcity.com).

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. For a detailed benefit summary, click [here](#).

The Public Works Department is a multi-faceted department tasked with providing engineering services, street maintenance and repair, water treatment and reclamation, solid waste management, public transit service, 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. For more information, please visit [Public Works](#).

**POSITION  
DETAILS:**

**ABOUT OUR JOB**

The City Engineer is an integral part of the Senior Leadership team within the Public Works Department, requiring well-developed leadership abilities and management skills that are based upon consensus building, visioning and problem solving. The City Engineer will direct, manage, supervise and coordinate the programs and activities of the Engineering Services Division.

**The anticipated hiring salary range for this position is \$98,637.89 - \$108,945.06 plus generous benefits package, commensurate with the minimum qualifications for this position. The City of Rapid City will consider additional compensation for an exceptional candidate.**

As the manager of the Engineering Services Division, the City Engineer is responsible for oversight of the Design, Construction, Development Review, Geographic Information System (GIS), and Traffic Operations groups.

Our ideal candidate will:

- Possess the ability to manage the development and implementation of the Engineering Division goals, objectives, policies, and priorities of each service area; establish, within city policy, appropriate service and staffing levels; allocate resources accordingly.
- Demonstrate a commitment to continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes; resolve highly sensitive issues with citizens and other departments.
- Project a professional presence in appearance, actions and personal demeanor to meet the highest ethical standards in representing the City and be a person of integrity who can inspire confidence and credibility.
- Be an excellent communicator and a good listener; be someone who honestly and openly seeks and enjoys the input of others whether they are citizens, staff, or elected officials.

- Be effective in public presentations to the media, community organizations, citizen groups and other gatherings with the ability to convey a message in a genuine, transparent manner.
- Be approachable, patient, and accessible to the elected officials, employees and public; be sincerely empathetic with the ability to understand others' perspectives.
- Possess strong leadership skills, understanding when it is critical to exercise leadership and when to be flexible and adaptable to new ideas.
- Be a strong administrator who is self-confident and has the courage of her or his convictions to present carefully thought-out policy-related alternatives and recommendations.
- Participate in the development and administration of the Engineering Services Division annual budget. Supervises the preparation of Capital Improvement Plan budgets for Public Works infrastructure.
- Be comfortable delegating broadly and providing wide latitude to professional staff where appropriate, while being personally knowledgeable of the status of department activities and projects and holding staff accountable for results; be able to challenge staff to be creative and innovative in addressing public works issues.
- Believe in and practice participatory team management; be a consensus builder; have faith in division supervisors and encourage and foster a collaborative decision-making environment.
- Be a proactive manager, anticipating trends, providing the City with information, analyses, alternatives and insights on municipal operations and community issues.
- Be a welcoming, responsive leader who genuinely enjoys working collaboratively with all members of the community.
- Have a sense of humor when appropriate to the circumstances.

**ADDITIONAL  
INFORMATION:**

**ABOUT YOU**

Candidate Qualification Criteria:

- Bachelor's degree in Civil Engineering from accredited college or university.
- 6 (six) years of progressively responsible relevant experience.
- A Licensed Professional Engineer (PE) in South Dakota or ability to transfer/obtain within reasonable time frame deemed by the Department.
- Must possess a valid Driver's License.

The City is seeking candidates with excellent communication skills and complex problem-solving abilities with the ability to work effectively in a wide variety of governmental disciplines. The factors of education, experience, leadership, management style and personal and professional traits have been identified as necessary and/or desirable for the City Engineer to succeed in this position.

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

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**City Engineer Supplemental Questionnaire**

- \* 1. Please explain how your experience is relevant to this position.
- \* 2. In what area(s) of civil engineering do you consider yourself a subject matter expert?
- \* 3. Please tell us about a difficult team you've had to lead, why they were difficult and how you responded.
- \* 4. What do you think is most important in creating a positive culture?
- \* 5. Tell us about your approach to personnel management and supervision.
- \* 6. How would your staff & colleagues describe your leadership style? Give an example to support your answer.