



JOB DESCRIPTION

JOB TITLE:	City Engineer	DATE: 8/20/2026
REPORTS TO:	City Administrator	FLSA: Exempt
PAY GRADE:	24	

SUMMARY:

This position directs the operations of the Engineering Department, including planning, directing, coordinating, managing public infrastructure planning, design, and construction activities.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plan, administer and manage the capital improvement plan and budget.
- Develop and maintain city infrastructure design and construction standards.
- Coordinate procurement of public infrastructure and maintenance projects.
- Monitor the work of contractors, engineers and architects in the planning, design, and construction of public infrastructure projects.
- Administers contracts of contractors, engineers, and architects engaged in public infrastructure projects; tracks project pay applications, schedules, change orders, and budgets.
- Manages the engineering review of construction plans for private development projects to ensure compliance with federal, state, and local ordinances and engineering standards.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines department personnel.
- Develops and implements goals, objectives, policies, procedures, and work standards for the department; prepares and administers the department budget.
- Assists in planning a broad range of public improvements and advises elected officials, city management, and other city staff on engineering matters.
- Represents the city in collaborating with other governmental jurisdictions, private developers, and the general public on engineering matters.
- Presents as necessary at the Finance, Legal, and Public Safety Committee meeting, Planning and Zoning Committee, and City Council.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines department personnel.
- Performs related duties.

GUIDELINES

Guidelines include city design standards and construction specifications, bidding and procurement laws, city ordinances, and department policies and procedures. These

guidelines required judgement, selection, and interpretation in applicant. This position develops department guidelines.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require seven to eight years of related experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Driver's license.
- Licensed Professional Engineer (PE). If licensed in another state must obtain a State of South Dakota PE license within one (1) year of date of employment.

Required Knowledge and Skills

Required Knowledge:

- Knowledge of civil engineering principles and practices.
- Knowledge of budgeting and accounting principles.
- Knowledge of capital improvement planning principles.
- Knowledge of construction inspections principles and practices.
- Knowledge of construction plan review principles.
- Knowledge of personnel management principles.
- Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
- Knowledge of computer and job-related software programs.

Required Skills:

- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS:

The City Administrator and Chief Financial Officer assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES

This position has direct supervision over department personnel.

COMPLEXITY/SCOPE OF WORK

The work consists of varied management, engineering, administrative, supervisory, and technical duties. The variety of tasks to be managed contributes to the complexity of work.

The purpose of this position is to direct the city's engineering operations. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents and visitors.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and climbs ladders.

The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving part. Work may require the use of protective devices such as masks, goggles, gloves, etc.

WORKING ENVIRONMENT:

Work is performed in an office setting. Work is subject to travel to a variety of City locations. This position is classified as "Essential Personnel".