



**City of Rapid City  
Solid Waste Project Manager  
Position Description**

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**Job Title:** Solid Waste Project Manager  
**Department:** Public Works  
**Division:** Solid Waste  
**Reports To:** Solid Waste Superintendent  
**FLSA Status:** Exempt  
**Classification:** Non-Union

**Grade:** 23  
**Prepared By:** Tammie Krumm  
**Prepared Date:** 07/16/12  
**Approved By:** Terry Wolterstorff  
**Approved Date:**

**SUMMARY**

To operate and manage environmental, regulatory compliance, and ongoing and proposed projects for the Solid Waste department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following; other duties may be assigned:

1. Manages design and /or construction of the Solid Waste department capital improvements and facilities upgrades
2. Manages and supervises ongoing projects, including but not limited to fill progression, landfill gas, leachate management, and regulatory compliance.
3. 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.
4. Manages consultant and contractors with assistance from Engineering division.
5. Assists in the development and implementation to include but not limited to the Solid Waste budget, rates, plans, policies, ordinances, etc.
6. Assists in the selection and purchasing of the materials, equipment, and controls.
7. Maintains inventory associate with projects, operations and maintenance.
8. Provides technical information to Solid Waste staff, other city departments, regulatory agencies, and the general public.
9. Assists in the management of the Solid Waste division and personnel as directed.

**MINIMUM 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

**Communication Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information orally and in writing and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products including Word, Excel, GIS, including interpretation of scale drawings and contours.

**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.



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**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.

**Work Environment:** 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.

**OTHER SKILLS AND ABILITIES**

General surveying knowledge with the ability to take elevations and determine grades. A good understanding of Mechanical and Civil Engineering principles; experience in the operation, maintenance, and selection of heavy equipment. Demonstrated knowledge in operation and maintenance of landfill operations or similar facilities, including knowledge of regulations, computer operations, and safety procedures. Ability to understand regulatory documents and reports.

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