

City of Rapid City

Job Description

Job Title	Water Production Chief of Operations		
Job Code:	WPCO	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	8/28/2023
FLSA Status:	Non-Exempt		

General Summary: This position is responsible operating and maintaining water treatment supply facilities.

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.

- Assigns, plans, leads, and participates in the maintenance and operation of the water treatment plants, wells, booster stations, water storage reservoirs, and other water system assets.
- Maintains records and files.
- Assists with safety training and emergency response.
- Works with hand and electrical tools in repair and maintenance of equipment.

Lead Responsibilities: Responsibilities may include assisting the supervisor with interviewing, and training employees within their work unit; assigning work and providing direction to employees. Carries out responsibilities in accordance with the organization's policies and applicable laws.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and one to two years related experience and/or training. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota Class B Commercial Driver's License (CDL) or ability to obtain within an acceptable period of time. Must possess or ability to obtain Class IV Water Treatment Plant Operator's Certification as stated as the minimum qualifications for licensing by the State of South Dakota Board of Operator Certification, South Dakota Department of Environment and Natural Resources, within 18 months of hire from date of hire.

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 wet and/or humid conditions;

moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat and risk of electrical shock. The employee is occasionally exposed to outside weather conditions and extreme cold. The noise level in the work environment is usually moderate.

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 frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.