City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Chief</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>WURC, RURC, USCW, UFCW</td>
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<tr>
<td>Classification:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU06</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for assisting in maintaining uninterrupted service for all of the City’s Water or Water Reclamation underground utilities by planning and coordinating their department’s daily operations. Planning, assigning, and directing workload. They will be the subject matter expert for all operational employees within their department/division. This will require skills within their respective department including training employees, assist management in addressing complaints and resolving problems by providing management with information about the job that is being performed.

**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.*

- Performs work of all employees within division.
- Performs as lead to the Operators within the division or department. This would include being knowledgeable in all areas of the job.
- Prepares specifications and purchase materials, supplies, inventory, and spare parts needed for equipment and maintenance of the water distribution systems. Recommend purchase of equipment, supplies, material, and labor for annual budget.
- Meets with property owners, contractors, and engineers to answer questions about our water distribution system. Assist in and review design of utility systems.
- Assists the department supervisor and may assume duties in their absence or provide critical support to them during emergency conditions.

**Repair Chief:**

- Directs and assists the installation and repair of appropriate water systems, which includes tapping of water and sewer mains.
- Directs digging and excavation activities and coordinate concrete and landscaping replacement after excavations.

**Service Chief:** *Grade 14*

- Locates and operates tapping and underground utility locating equipment for water and sewer.
- Makes water and sewer inspections, measure and draw file card records for new and repaired utility lines.
- Checks water mains and service lines for pressure and leaks.
- Maintains equipment and tools and keep in working order.

**Field Chief:**

- Plans, directs and coordinates daily/monthly workflow for Water Utility Field Division.
- Checks over completed work orders and service requests.
- Prepares on call calendar and lead daily meetings and schedules.
**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and four years related experience.

**Certificates, Licenses, Registrations:**

Possess a South Dakota Class B Commercial Driver’s License (CDL) with tanker and air brakes endorsement within 30 days from date of hire. Possess an applicable Class IV Water Operator Certificate (Wastewater Collection or Water Distribution) as stated in the minimum qualifications for licensing by the State of South Dakota board of Operator Certification, South Dakota Department of Water and Natural Resources within 18 months from date of hire.

**Computer and Administrative Skills:**


**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.

There will be frequent exposure to outside weather conditions and occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is usually very loud.

**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.

The employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; sit and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.