City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Field Chief - Water</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>UFCW</td>
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<tr>
<td>Pay Grade:</td>
<td>AU06</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>5/17/2021</td>
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General Summary: This position is responsible for supporting the efficient and timely billing of customers for Utility services by monitoring/reading of water meters and meter installation including service.

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.

- Plans, directs and coordinates daily/monthly work flow for the Water Utility Field Division.
- Meets with property owners, contractors and engineers to answer questions about meter function, process and plumbing issues related to billing.
- Checks over completed service requests and/or work orders.
- Directs, trains and assists in the installation of water meters and radio read equipment, including tracking of inventory. Ensures that read software is updated with the correct revision. Coordinates with software vendors to ensure software is working properly.
- Directs, trains and assists employees in repairs and/or replacing meters and radio read equipment.
- Prepares on call calendar and leads daily meetings and schedules.
- Prepares specifications and purchases materials, supplies, inventory and spare parts needed for inventory. Recommends purchase of equipment, supplies, material and labor for annual budget.
- Assists Utility Maintenance or Water Production on routine and emergency operations, including emergency situations after hours, when necessary.
- Assists other departments with issues related to curb boxes and meter access.
- Carries out Chief responsibilities in accordance within the AFSCME contract and the City’s policies and applicable state and federal laws.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and four (4) years related experience in meter reading and installation, customer service, utility construction or another closely related field.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days 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 outside weather conditions. The employee is 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 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently 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.