City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Maintenance Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>UMSR</td>
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<tr>
<td>Pay Grade:</td>
<td>NU20</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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General Summary: This position is responsible for maintaining uninterrupted services for all of the City’s Water Utilities.

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.

- Oversees, prioritizes, directs, advices and makes recommendations to ensure the proper and efficient operation and maintenance activities for the Rapid City water distribution system.
- Prepares and submits annual budget as directed; ensuring the operation is maintained within budget.
- Coordinates construction and reconstruction activities with contractors, other City Departments and the public.
- Maintains operational and maintenance files and records.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
- Practices and promotes a culture of employee and workplace safety within the Water Division, Public Works Department and City of Rapid City.
- Oversees underground utility locates through the 811 Call Center for water, sewer and stormwater services.
- Coordinates acquisition of appropriate permits and inspections with contractors and developers.
- Oversees the development of CAD service programming and GIS implementation of the distribution system.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and eight to ten years related experience and/or training.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must possess a Class IV Water Distribution certification 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 or ability to obtain within 18 months 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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; toxic or caustic chemicals; outside weather conditions; extreme heat and vibration. The noise level in the work environment 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 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 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.

**Other Skills and Abilities**

Must possess basic knowledge of water sampling and testing procedures, cathodic protection, standard specifications, plumbing codes, soil testing, water and sewer locating, tapping and leak detecting. Knowledge of safety procedures used in underground utility systems maintenance and repair.