City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Maintenance Technician</th>
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<tr>
<td>Job Code: WRMT, WTMT</td>
<td>Job Family:</td>
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<tr>
<td>Pay Grade: 16</td>
<td>Date Revised: April 2019</td>
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<tr>
<td>FLSA Status: Non-Exempt</td>
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General Summary: The Utility Maintenance Technician performs a variety of responsible and complex maintenance duties and supervises a wide variety of maintenance and repair tasks from the semi-skilled and skilled level to a professional journey level. Their workload is largely assigned by the direct Supervisor.

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.*

- Coordinates, plans, and participates in a variety of preventative, corrective and emergency maintenance tasks related to the associated utility’s (Water Reclamation or Water Treatment) processes, technology, and equipment.
- Coordinates and schedules maintenance activities with the daily operations of the facility.
- Supervises the installation and testing of new and rebuilt equipment and the rebuilding of equipment.
- Inspects facility equipment and structures to determine maintenance needs, and to confirm proper maintenance. Generates maintenance work orders and reports as necessary.
- Oversees web based software applications for the purposes of maximizing operations, documentation and report generation.
- Orders and purchases parts and supplies necessary to perform required facility maintenance.
- Assists the Supervisor in a variety of tasks, to include the development of capital projects, major equipment repairs, and replacement.
- Oversees maintenance projects, delegates tasks, and ensures project completion.
- May assume duties of the Supervisor in his/her absence.

Qualifications:

Water Reclamation:
- Associate's degree or equivalent from two-year college or technical school; or a High school diploma or General Education Degree (GED) and one year related experience and/or training in wastewater maintenance technologies such as repair of pumps, motors, valves, systems design and maintenance, electrical systems maintenance, maintenance of wastewater facility systems, maintenance of prime movers, instrumentation maintenance, chemical feed technology; or a combination of education and experience deemed acceptable to the hiring authority. Must have or obtain a Class II Wastewater Treatment Plant Certification within 12 months from date of hire.

Water Treatment:
- High school diploma or GED and four years of experience in a class III or higher facility; related experience and/or training in water maintenance technologies such as repair of pumps, motors, valves, systems design and maintenance, electrical systems maintenance, maintenance of water treatment membrane
systems, maintenance of conventional water treatment systems, instrumentation maintenance, chemical feed technology to include on-sight chlorination generation systems; or a combination of education and experience deemed acceptable to the hiring authority. Must have or obtain a Class IV Water Treatment Plan certification within 18 months from date of hire.

To successfully perform the essential duties and responsibilities of this position in either utility, the incumbent must possess:

- The ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- The ability to effectively communicate in written form and verbally, both one on one and in group settings
- Demonstrated proficiency with Microsoft® Office products, Maintenance Management Systems, and any other software/systems deemed critical by the hiring authority
- Knowledge of maintenance tools and techniques. Demonstrated knowledge of the operation and maintenance of utility plant, and safety procedures
- A valid South Dakota driver’s license or the 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 wet and/or humid conditions; moving mechanical parts and outside weather conditions. The employee is occasionally exposed to 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 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 incumbent is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; taste and smell. The incumbent must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.