City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Service Chief - Water</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>USCW</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU06</td>
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<tr>
<td>Date Revised:</td>
<td>5/17/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for overseeing and assisting in locating water, sewer and electric utilities; performs taps, inspects, records and makes drawings of the Water Distribution and Wastewater Collection Systems.

**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.

- Directs, trains and assists the operation of tapping and underground utility locating equipment.
- Directs, trains and assists making water and sewer inspections, measures and draws file card records for new and repaired utility lines.
- Directs, trains and assists employees in locating and tapping water and sewer lines, and completing field inspections and drawings.
- Directs and assists checking water mains and service lines for leaks and proper pressure.
- Directs and trains employees on proper use of locating and tapping equipment, maintains equipment and tools in working order.
- Prepares specifications and purchases materials, supplies, inventory and spare parts needed for equipment. Recommends purchase of equipment, supplies, material and labor for annual budget.
- Meets with contractors, property owners and engineers to answer questions and assists in review of designs.
- Assists the Utility Repair Chief – Water as needed. May assume duties in his/her absence or provide critical support to him/her during emergency conditions.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and six (6) years related experience in utility locating or similar 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 II Water Distribution Operator’s Certificate or Class II Wastewater Collection Operator’s Certificate as stated as the minimum qualification for licensing by the State of South Dakota Board of Operator Certification, South Dakota Department of Environment and Natural Resources.
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 regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; risk or electrical shock; risk of radiation and vibration. The noise level in the work environment is usually 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 walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to stand; sit and stoop, kneel, crouch, or crawl. 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.