City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Service Technician I, II, III</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>USP1, USP2</td>
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<tr>
<td>Pay Grade:</td>
<td>AU03, AU04</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non- Exempt</td>
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<tr>
<td>Date Revised:</td>
<td>09/10/2020</td>
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</tbody>
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**General Summary:** This position locates water, sewer, and electrical 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.

**Utility Service Technician I, II:**
- Operates live water and sewer tapping equipment. 1”, 1 ½” and 2” water taps. 4” and 6” sewer taps.
- Operates underground utility location equipment.
- Makes water and sewer inspections following City Specs and Standards and measures and details field drawings. Operates CAD program to create property file card records and taps permits to integrate Rapid Map for new and repaired utility lines.
- Locates the City water, sanitary sewer mains, storm sewer mains and public and private service lines.
- Operates the City’s Geographic Information System’s surveying equipment for underground service utilities.
- Must be willing to work variable hours, including 24 hours/on an on-call basis.

**Qualifications:**

**Education and/or Experience:**

**Utility Service Technician I:** High school diploma or general education degree (GED) and three to six months related experience and/or training.

**Utility Service Technician II:** High school diploma or general education degree (GED) and two years related experience and/or training.

**Utility Service Technician III:** High school diploma or general education degree (GED) and six 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.

**Utility Service Technician I:** Ability to obtain Class I Water Distribution Operator’s Certificate or 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 within 18 months of hire.

**Utility Service Technician II, III:** Ability to obtain Class II Water Distribution Operator’s Certificate or 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 within 18 months 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 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 of 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.