City of Rapid City

Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Utility Repair Person I, II, III, IV</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>RUR1, RUR2, RUR3, RUR4</td>
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<tr>
<td>Pay Grade:</td>
<td>AU04, AU05</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</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 performing semiskilled, skilled, technical and specialized work in maintenance, repair, and inspection 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 Repair Person I:**

- Performs various tasks in the installation, repair, and maintenance of water mains, sanitary sewer, hydrants, manholes, and other services, including excavation and backfilling, cutting, fitting, sealing, laying, and tapping new and repaired pipe.
- Operates and repairs valves and other system hardware, flushing and inspection of existing services. Maintains sanitary sewer by jetting, and root cutting to ensure proper flow in pipes and prevent pipe restrictions and obstructions.
- Operates a variety of tools and equipment, including hydraulic pumps and centrifugal water pumps, pipe locators, tapping devices, jackhammers, chainsaws, air compressor, trucks, backhoes, front-end loaders, flatbed trailers, ditching machinery, etc.
- Assists in television inspection, smoke and dye testing, sewer flow monitoring, and other inspection and monitoring tasks to eliminate extraneous flows and identify breaks, problems, and cross connections in the sanitary sewer system.
- Performs manual labor, including hand shoveling, loading and unloading pipes, fittings, and other utilities equipment and materials from utilities vehicles, lifting, carrying and moving materials and equipment at the work sites, cleaning work areas, etc.
- Maintains sewer lift stations by preventative maintenance as needed and corrective maintenance as needed. Includes troubleshooting pumps and controls, replacing seals, sensors, transducers and other pump components as needed.
- Turns customer services on or off, tap water and sewer mains.
- Responds and investigates complaints of leaks and low pressure and make repairs to mains and poly-b service lines, sewer backups, sewer gas concerns, lift station alarms, and other public complaints.
- Assist in repairs and maintenance of equipment and perform minor repair on trucks.
- Maintains proper logs and records on work activities.

**Utility Repair Person II: (All above duties plus)**

- Operates skid loader in repair of Water and Wastewater systems.
- Operates TV equipment for the inspection of Wastewater Collection System using Pipeline Assessment and Certification Program.
• Operates backhoe and other related equipment, such as pavement breaker, to repair Water and Wastewater Systems.
• Adjusts and repairs manhole frames and covers, valve boxes, and fire hydrants.
• Conducts new construction field inspections of water and sewer service lines and mains. Take and Pass the Water and Sewer & Trenching Contractors test with the ability to renew annually.
• Utilizes the sewer Lift Station SCADA (Supervisory Control and Data Acquisition) system to troubleshoot and monitor lift station performance.

Utility Repair Person III: (All above duties plus)

• Installs and repairs valves and other system hardware, flushing and inspection of existing services.
• Flushes and de-chlorinates water mains.
• Repairs and replaces fire hydrants, water lines, and sanitary sewer line.
• Inspects and maintains sanitary sewer by jetting and root cutting to ensure proper flow in pipes and prevent pipe restrictions and obstructions.
• Conducts testing for odor monitoring and control and Sanitary Sewer Overflow events.
• Acts as lead person in the absence of a class IV operator or crew chief.

Utility Repair Person IV: (All above duties plus)

• Directs crew activities in emergency situations. i.e. water main breaks or Sewer Overflow Events.
• Serves as a project leader & as acting crew chief in the crew chief’s absence.
• Becomes the trained competent person for trench safety, scaffolding, confined spaces etc..
• Becomes a certified backflow/cross-connection tester, and perform these test as needed.
• Understands and interprets cathodic protection readings, and take appropriate corrective actions as necessary.
• Acts as a project coordinator between operations, engineers and contractors on water CIP projects. Duties might include; attending project construction progress meetings; coordinating tie-ins, shutdowns, maintenance, etc. between project stakeholders; coordinating flushing and sampling activities on CIP projects; and communicating project conditions back to all project stakeholders.
• Reviews design plans and drawings for water CIP projects. Ensures operations staff feedback is communicated to design engineer and project manager for incorporation into final project.
• Serves on safety and other committees, as needed. Communicates committee activities to plant staff and supervision, and represent staff feedback effectively in meetings.

Qualifications:

Education and/or Experience:

Utility Repair Person I: High school diploma or general education degree (GED) and one to three months related experience and/or training.

Utility Repair Person II: High school diploma or general education degree (GED and two years’ experience operating equipment stated in essential functions of the position.

Utility Repair Person III: High school diploma or general education degree (GED) and four years’ experience operating equipment stated in essential functions of the position. Take and pass the Water and Sewer and Trenching Contractors test with the ability to renew annually.
**Utility Repair Person IV:** High school diploma or general education degree (GED) and 8 years of increasingly responsible experience operating equipment and performing the essential functions of the position.

**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 valid Class B Commercial Drivers License (CDL) with tanker and hazardous material endorsement or ability to obtain within 30 days from date of hire.

**Utility Repair Person I:** Ability to obtain Class I Water Distribution or Wastewater Collection Operator’s Certification as stated as the minimum qualifications for licensing by the State of South Dakota Board of Operator Certification, South Dakota Department of Water and Natural Resources within 18 months of hire.

**Utility Repair Person II:** Ability to obtain Class II Water Distribution or Wastewater Collection Operator’s Certification as stated as the minimum qualifications for licensing by the State of South Dakota Board of Operator Certification, South Dakota Department of Water and Natural Resources within 18 months of hire.

**Utility Repair Person III:** Ability to obtain Class III Water Distribution or Wastewater Collection Operator’s Certification as stated as the minimum qualifications for licensing by the State of South Dakota Board of Operator Certification, South Dakota Department of Water and Natural Resources within 18 months of hire.

**Utility Repair Person IV:** Ability to obtain Class IV Water Distribution or Wastewater Collection Operator’s Certification as stated as the minimum qualifications for licensing by the State of South Dakota Board of Operator Certification, South Dakota Department of Water 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 frequently exposed to wet and/or humid conditions; moving mechanical parts, working in high, precarious places, risk of electrical shock, and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals. 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 talk or hear and taste or smell. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and climb or balance. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 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.