City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Water Reclamation Maintenance Technician</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>WRMT</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU05</td>
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<tr>
<td>Date Revised:</td>
<td>6/10/2021</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for performing a variety of responsible and complex maintenance duties. Supervises a wide variety of maintenance and repair tasks from the semi-skilled and skilled level to professional journey level.

**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 wastewater treatment processes and equipment.
- Coordinates and schedules maintenance activities with the daily operations of the facility.
- Maintains an accurate parts inventory for plant equipment.
- Inspects facility equipment and structures to determine maintenance needs, and to confirm proper maintenance.
- Generates maintenance work orders and reports as necessary.
- Orders and purchases parts and supplies necessary to perform required facility maintenance.
- Utilizes the plant computerized maintenance management system to analyze and report on the life expectancy and costs of plant equipment.
- Assists the Water Reclamation Facilities Supervisor in the development of capital projects, major equipment repairs, and replacement.
- Maintains a current library of plant equipment parts and O&M manuals as well as the safety data sheet inventory.
- Works with the Plant supervisory staff to establish written maintenance procedures for a variety of maintenance tasks.

**Qualifications:**

**Education and/or Experience:**

Associates degree or equivalent from two-year college or technical school; High school diploma or GED equivalent or 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.

**Certificates, Licenses, Registrations:**

Must possess a valid driver’s license or ability to obtain within 30 days from date of hire. Must obtain a Class I Wastewater Treatment Plant certification, or an Association of Boards of Certification Plant Maintenance Technologist certification 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 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 employee is frequently required to stand; walk; sit, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.