



**City of Rapid City  
Utility Service Chief - Water  
Position Description**

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**Job Title:** Utility Service Chief - Water  
**Department:** Public Works  
**Division:** Water  
**Reports To:** Utility Maintenance Supervisor  
**FLSA Status:** Non-Exempt  
**Classification:** AFSCME

**Grade:** 14  
**Prepared By:** Jeff Crockett  
**Prepared Date:** May 2017  
**Approved By:** Dale Tech  
**Approved Date:** 05.09.2017

**SUMMARY**

The Utility Service Chief – Water oversees and assists 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**

Essential duties and responsibilities include the following; other duties may be assigned:

1. Operates tapping and underground utility locating equipment
2. Makes water and sewer inspections, measures and draws file card records for new and repaired utility lines.
3. Location of municipal utilities.
4. Tapping water and sewer lines.
5. Field inspection and drawings.
6. Must be willing to work variable hours, including 24 hours/on an on-call basis.
7. Checks water mains and service lines for leaks.
8. Checks water mains and service lines for pressures.
9. Maintains equipment and tools in working order.
10. Prepares specifications and purchases materials, supplies, inventory and spare parts needed for equipment. Recommends purchase of equipment, supplies, material and labor for annual budget.
11. Meets with contractors, property owners and engineers to answer questions and assists in review of designs.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises 4 employees in the Water Utility Service Division. Carries out supervisory responsibilities in accordance within the AFSCME contract and the City's policies and applicable state and federal laws. Responsibilities include interviewing, recommend hiring and training employees; planning, assigning, and directing work; appraising performance; recommend disciplinary action; addressing complaints and resolving problems. The number of employees supervised may change with or without notice at the City's discretion.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

**Communication Skills:** Must be able to provide professional and courteous customer to internal and external customers, including direct and cross-functional team members. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.



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**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have proficient working knowledge of Microsoft Office® products and familiarity with CAD. Must be able to proficiently operate general business software, including web-based products.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. 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.

**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.

**Work Environment:** 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.

**OTHER SKILLS AND ABILITIES**

Must possess ability to operate locating equipment, tapping machines and basic knowledge of standard specs.