



**City of Rapid City
Utility Repair Person I, II, III
Position Description**

Page 1 of 2

Job Title: Utility Repair Person I, II, III
Department: Public Works
Division: Water
Reports To: Utility Repair Chief
FLSA Status: Non-Exempt
Classification: AFSCME

Grade: 09, 11, 12
Prepared By: Laura Klapperich
Prepared Date: 11/22/09; 02/28/13; 5/2/13
Approved By: Terry Wolterstorff
Approved Date: 03/01/10

SUMMARY

Perform skilled specialized work in maintenance, repair, and inspection of the water distribution and wastewater collection systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Utility Repair Person I:

1. 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.
2. Operating and repairing valves and other system hardware, flushing and inspection existing services. Maintains sanitary sewer by jetting, and root cutting to ensure proper flow in pipes and prevent pipe restrictions and obstructions.
3. Operates a variety of tools and equipment, including hydraulic pumps and centrifugal water pumps, pipe locators, tapping devices, jackhammers, chainsaws, air compressors, trucks, backhoes, front-end loaders, flatbed trailers, ditching machinery, etc.
4. Assists in television inspection, smoke and dye testing, sewer flow monitoring, and other inspection and monitor tasks to eliminate extraneous flows and identify breaks, problems, and cross connections sanitary sewer system.
5. 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.
6. 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.
7. Turns customer services on or off tap water and sewer mains.
8. Investigates complaints of leaks and low pressure and make repairs to mains and poly-b service lines.
9. Assists in repairs and maintenance of equipment.
10. Performs minor repair on trucks and other equipment.
11. Responds to complaints regarding sewer backups, sewer gas concerns, lift station alarms, and other public complaints.
12. Must be willing to work variable hours on an on-call basis.
13. Maintains proper logs and records on work activities

Utility Repair Person II:

1. Operates skid loader in repair of Water and Wastewater systems.
2. Operates TV equipment for the inspection of Wastewater Collection System using Pipeline Assessment and Certification Program.
3. May operate backhoe and other related equipment, such as pavement breaker, to repair Water and Wastewater Systems.
4. Adjusts and repairs manhole frames and covers, valve boxes, and fire hydrants.
5. Conducts new construction field inspections of water and sewer service lines and mains.
6. Utilizes the Sewer Lift Station SCADA system to troubleshoot and monitor lift station performance.

Utility Repair Person III:

1. Installs and repairs valves and other system hardware, flushing and inspection existing services.
2. Flushes and de-chlorinates water mains.
3. Repairs and replaces fire hydrants, water lines, and sanitary sewer lines.
4. Inspects and maintains sanitary sewer by jetting and root cutting to ensure proper flow in pipes and prevent pip restrictions and obstructions.
5. Conducts testing for Odor monitoring and control and Sanitary Sewer Overflow events.
6. Directs crew activities in emergency situations; i.e. water main breaks, sewer backups, etc.
7. May act as lead person in absence of supervisor.

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: **Utility Repair Person I:** High school diploma or general education degree (GED) and one to three months



City of Rapid City Utility Repair Person I, II, III Position Description

Page 2 of 2

related experience. **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.

Communication Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, reports, business correspondence, general business periodicals, professional journals, and/or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

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 apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer and Administrative Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office products, CAD programs, GIS and Citiworks, POSM software, and SCADA programs.

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.

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.

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 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.

OTHER SKILLS AND ABILITIES:

Must have ability to operate power tools and heavy equipment. Must have demonstrated ability to follow critical safety rules (i.e. confined space entry, trench safety, traffic safety, etc.).