



Position Title:	Public Works Utility Locator
Department:	Public Works
Supervisor	Water Division Director
Supervision Exercised:	N/A
FLSA Status:	Non-Exempt
Average Hours per Week	40
Position Type:	Full Time, Benefits Eligible
Pay Grade:	4
Location:	Operations, 3451 S. Ard Road
Last Updated:	February 4, 2021

General Purpose

The principal function of an employee in this class is to locate and mark city underground utilities, including water lines, sewer lines, and storm drain lines. The person in this position must demonstrate a high degree of responsibility and accomplish assigned tasks independently with minimal supervision. Employees may operate or learn to operate light and heavy equipment, troubleshoot problems and implement solutions, etc. Work is performed under the supervision of a Foreman. The principal duties of this class are performed in a shop and outdoor environment that may involve inclement weather and potential personal hazards.

Supervision Received

Works under the supervision of and reports directly to the Water Division Director.

Other Duties and Responsibilities (Duties will vary depending on assignment and therefore the following list is illustrative only)

- Locating and marking utility lines, including water, sewer, and storm drain, prior to excavation;
- Uses utility maps, as-built civil engineering drawings, GIS information and various pipe and electronic locating equipment;
- Utilizes stakes, flags, and/or paint to mark the location of underground utilities;
- Prepares various reports, forms, and memos to document work completed, and problems encountered and/or resolved;
- Verifies field's information and notifies the designated City departments regarding updates and corrections;
- Operates and maintains mechanical and electronic equipment;
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions;
- Installing, maintaining, inspecting, sampling and performing repair work on water distribution and sewer collection systems, including water mains, service connections, meters, meter boxes, valves, sanitary system lift and monitor stations, storm sewer pipes and culverts and other systems;
- Cleaning storm drains, flushing and cleaning valves and lines;
- Assisting in checking wells and pumps, booster pumps, tank levels and facilities; performing backfilling and sodding projects;
- Delivering water shut-off notices and shutting off water when necessary; reading water meters for restaurants and businesses;
- Operating light and heavy equipment to assist in patching streets and roads and performing various road construction projects;

- Operating a variety of vehicles and heavy equipment, including but not limited to, tractor mowers, dump trucks, front end loaders and attachments, sweepers, backhoes, water tankers, snow removal vehicles, graders, and related equipment;
- Operating a variety of hand tools and power equipment including but not limited to jackhammers, electrical testing equipment, metal detector, welder, hand held meter data collection device as needed;
- Grading and watering roads; repairing and replacing street signs;
- Removing snow from streets, sidewalks, parking lots and other public areas; removing debris and other safety hazards from streets, curbs, storm drains, alleys and adjacent public areas;
- Placing work zone traffic control devices and performing flagging duties;
- Performing routine maintenance on vehicles and equipment and maintaining service and maintenance records;
- Developing and maintaining positive working relationships with supervisor, co-workers, subordinates, the general public, and other individuals or groups encountered through this position.
- Performing all duties with regard for personal safety and that of other employees and the public.
- Providing assistance and expertise to other City departments, agencies, and staff.
- Performing all work duties and activities in accordance with City and Department policies, procedures and safety practices.
- Performs other duties as required or assigned;

Knowledge of:

- Methods, materials, equipment, tools and standard practices for the installation, operation, inspection, maintenance and repair of assigned area which may include one or more of the following: water distribution, water collection, wastewater collection, street construction, sanitation, or other systems;
- Federal (OSHA) and state regulations and City policies regarding safety training and safe work practices;
- Methods, materials, procedures, and standard practices of snow removal, sanding, and de-icing;
- Heavy and construction equipment operation and maintenance;
- Equipment and tool operation and maintenance practices;
- Customer service principles and procedures;
- Federal, state, local, and other applicable traffic and safety laws, regulations, ordinances, and codes.
- Subject to after-hours call response rotation
- Required to be on scene within 20 minutes in the event of a utility emergency.

Ability to:

- Operate and maintain water, wastewater, street construction and/or sanitation systems;
- Operate or learn to operate a variety of light and heavy equipment, including but not limited to, dump trucks, bobcats, loaders, vacuum and camera trucks, pavers, rollers, snow plowing and sanding, and related equipment as assigned;
- Adhere to City, State and federal safety requirements and regulations.
- Communicate effectively both orally and in writing with supervisor, co-workers, city officials, city employees, and the public.
- Read and interpret system maps and diagrams and technical and operational manuals;
- Read and interpret meters and testing equipment;
- Exercise sound judgment and generate workable solutions in problem situations.
- Produce and maintain accurate and legible reports and documents.
- Communicate effectively in orally and in writing.
- Establish and maintain effective working relationships with supervisors, co-workers, and the public under sometimes stressful conditions.
- Analyze and appropriately solve problems and resolve conflicts.
- Maintain a professional demeanor at all times;

- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Minimum Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Previous work experience in water or sewer system or street construction or maintenance, or a related field, with emphasis on operating light and/or heavy equipment, is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- Idaho driver's license with Class B CDL, may be required within 45 days of employment; additional endorsements (tanker, hazardous materials) may be required depending on assignment;
- Idaho Class I Water Distribution certification and/or Class I Wastewater Collection certification is required within one year of employment, depending on assignment.
- Additional certifications and or licenses may be required depending on assignment.

Essential Physical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone and in a field environment; to discern and give verbal instructions;
- View and review a wide variety of written and electronic materials, to operate computer and related office equipment; to review construction plans and blueprints; to observe and analyze water, wastewater, solid waste, and streets systems and operations; and to operate power and hand tools, and heavy or light equipment;
- Operate power and hand tools, and heavy and light equipment;
- Perform essential job functions in shop or field setting that may require lifting/moving 50 lbs., bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements, all in inclement weather conditions and with exposure to personal hazards.

Tools, Equipment, and Information Technology (IT) Required for the Position

- Computer and network access
- Software
- IWORQs Assets and Work order Management software
- SCADA/Ignition Software
- Internet Access
- Cell phone
- Other technology needs consistent with this job description from time to time.

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 works mostly in an outdoor environment with exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee may work near moving mechanical parts and in high, precarious places and is can be exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately noisy.

Travel Requirements

- The employee must possess and maintain a valid Idaho driver’s license and proof of valid insurance.
- Some travel required.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: _____ Date: _____

Supervisor: _____ Date: _____