

UTILITIES LOCATOR

Position Code: 1670

WC Code: 7580

FLSA Status: Non-Exempt

Pay Grade: 346

Location: Public Services

Approval Date: 2022

General Statement of Duties

Performs responsible semi-skilled and skilled work in the location of water and sewer lines and in the reading and interpretation of utility maps to determine the presence of underground utilities, coordinate map revisions with the proper departments in the event of mapping discrepancies.

Distinguishing Features of the Class

An employee in this class performs a variety of skilled work locating water and sewer lines for the Town, other utility companies and contractors. Work involves significant coordination with utility locating call centers, interpretation of paper and electronic maps, and operating specialized electronic equipment to locate and mark present water and sewer lines. Employees are subject to working in both inside and outside environments, in extreme hot or cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are subject to callback work for emergency locates after hours. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Use computers, phones or other devices to receive, document and close out locate requests through NC811 or other locating services.

Read and interpret paper and electronic maps to identify the type, size and location of underground utilities.

Locates and marks water and sewer lines for utility department, other utility companies and private contractors.

Must effectively communicate both verbally and in written form with numerous contractors, property owners, private utilities, and other entities to help ensure proper protection of underground utilities.

Coordinates utility map revisions with other departments based on field verification of mapping accuracy.

Performs light excavation to expose buried utilities when necessary.

Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of the tools, materials and equipment used in the identification, location, installation, and replacement, of utility lines.

Considerable knowledge in reading, interpreting and correcting paper and electronic utility maps.

Knowledge of other utilities located within common Rights of Way.

Knowledge of the municipal water and sewer service policies and procedures.

Ability to use a computer, smart phone or other device to complete, document and transmit completed utility locate tickets on a timely basis.

Ability to establish and maintain effective working relationships with supervisors, co-workers, contractors and the public.

Ability to effectively manage and complete daily work tasks with little supervision.

Ability to follow oral and written instructions.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel or operate objects, tools, or controls and talk or hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. The employee is occasionally required to climb, balance, stoop, kneel, and crouch. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force

constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to carryout assignments. Must possess the visual acuity to work with data and figures and operate a motor vehicle.

The employee may be exposed to hazardous physical conditions (including but not limited to confined spaces, heights, mechanical parts, work zones, electrical currents, and vibration) infectious diseases (air and water borne pathogens), poor atmospheric conditions (including but not limited to fumes, odors, dusts, gases, and poor ventilation), inadequate lighting, and intense noise. In addition, the work will require seasonal exposure to extreme weather conditions, snakes, insects, and wildlife common to water and sewer lines, underground utilities and construction sites.

Minimum Education and Experience

High School diploma or GED and three to five years of experience in construction-related water/sewer work; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license

North Carolina Water Distribution C or Meter Technician certification preferred, but not required.