



UNDERGROUND UTILITY SERVICE LOCATOR

DEFINITION

Performs a variety of complex and skilled work; accurately locating, marking, and mapping of all underground City assets; maintains and updates the Public Works Department Maintenance Management System (MMS) for Water, Recycled Water, Wastewater, Storm/Sewer Collection, Communications Fiber, and Electrical Utilities; uses and operates electronic locating and global positioning satellite (GPS) equipment and a wide variety of hand tools; and, performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by Electrical & Signs & Markings Supervisor or designee. Technical or functional supervision is provided by Traffic Signal/Street Lighting Technician. The Utility Locator position assignments may require lead responsibilities over less experienced personnel and/or temporary workers as assigned.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Depending upon assignment, duties may include, but are not limited to, the following:
Performs accurate field locations of all assets, including water, recycled water, wastewater, storm/sewer collection, communications fiber, street lighting, traffic signals and fiber optics, within the tolerances set forth by the presiding Underground Service Alert enforcement agency using electronic location equipment, maps, and construction as-built drawings. Interprets maps and drawings to determine alignment and depth of existing City infrastructure. Meets and confers with representatives of utility companies, contractors, developers, public agencies, and the general public for the purpose of field utility locations. Maintains and updates maps and MMS with accurate location measurements of City infrastructure. Conducts walk-through inspections to ensure location of utilities meet City standards and specifications. Operates and maintains vehicles, electronic locating equipment, and a wide variety of hand tools related to locating City infrastructure. Collect location information using a global positioning satellite receiver. Download collected data as necessary. Operate devices such as plotters, printers, digital cameras, and scanners. Observes safe work methods and makes appropriate use of related safety equipment as required. Installs street barricades and cones and controls traffic around work to ensure safe conditions for the general public and City staff. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions. Maintains accurate manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required. Other

related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification. Responds to emergency situations in 'off-hours' as required. Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety.

OTHER JOB FUNCTIONS

May need to serve in a standby status. Work independently. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, and equipment for locating underground assets, including water, wastewater, storm drain, communications fiber, street lighting, traffic signals, and fiber optics.
- Principles, practices, and methods used in the construction, repair, and maintenance of water distribution, wastewater collection, storm drainage and electrical systems.
- Underground water, wastewater collection, storm drainage, electrical, and fiber optic structures, facilities and systems.
- Traffic control procedures and traffic sign regulations.
- The operation and basic maintenance of a variety of electronic locating equipment, hand tools, and vehicles.
- Occupational hazards and safety equipment and practices related to the work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including USA laws and regulations.
- Basic mathematics and arithmetic calculation processes
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Skills/Ability to:

- Operate and perform basic maintenance on a wide variety of hand and power tools and equipment.
- Understand and carry out both oral and written instruction.
- Perform heavy physical labor.
- Exercise independent judgment and initiative without close supervision.
- Act as a lead worker for temporary employees and other maintenance series staff.
- Perform skilled underground asset location duties.
- Read, interpret, and update construction drawings, blueprints, maps, and specifications.
- Prepare accurate correspondence, reports, graphs, charts, and other descriptive material.
- Train and monitor departmental staff in the operation of existing or new applications or systems including explaining concepts to non-technical users.
- Collect, organize and analyze data. Perform data entry functions accurately and in a timely manner.
- Safely operate and effectively use specialized electronic locating equipment, hand tools, and vehicles.

- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Troubleshoot a variety of equipment and materials used in underground utility location procedures and outline maintenance problems and determine materials and supplies required for repairs.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Education and Experience:

Education:

High School Diploma or equivalent. Classes in computer technology or geography is a plus. Courses in, or graduation from, the American Public Works Association's Pubic Works Institute is desirable.

Experience:

- One (1) year of experience performing tasks comparable to those of a GIS Technician or USA Locator Technician, preferably in a large organization or municipal government; OR
- One (1) year of work experience in Underground Utilities; OR
- One (1) year of experience in construction, and the ability to read blue prints and other drawings.
- Grade II Wastewater Collection and/or Water Distribution System is desirable.
- Technical training or experience in utilizing GIS Software a plus.
- Experience using GIS software is desirable.

License and Certifications:

Required upon hire, possession of a California Driver's License. Must complete Work Zone Safety certification issued by the International Municipal Signal Association or Department approved equal, First Aid, Underground Service Alert (USA) Training, Cardio Pulmonary Resuscitation (CPR) and Forklift certifications prior to permanent appointment.

ADA COMPLIANCE:

Physical Ability:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work:

Exerting in excess of 50 pounds of force occasionally, and/or in, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements:

Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors:

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

COUNCIL ACTION: August 22, 2017