

City of Lake City, FL

Classification Description

Classification Title: UTILITIES LOCATE TECHNICIAN
Department: WATER DISTRIBUTION

Pay Grade: 7 2
FLSA Status: Non-Exempt

General Description

This position locates water mains, Reclaim Water services and meters; sewer lines, services and appurtenances, and sewer taps in a timely manner.

Nature of Work

Essential Functions:

- Provides information to the public and other City employees with regard to the exact location of water mains, services and meters or sewer lines, services and appurtenances.
- Locates water, sewer and reclaimed taps.
- Studies maps of subdivisions and townships to locate job sites.
- Marks the location of the water, reclaimed and sewer lines for other utility operators and excavators who plan to dig in the public right-of-way or easements where city water or sewer facilities are located.
- Works with other agencies or engineers who are planning activities which will affect existing water meters, water or sewer lines, fire hydrants, etc.
- Responsible for checking all record drawings submitted for their completeness and accuracy.
- Assists in obtaining state and local right-of-way construction permits.
- Assists in obtaining estimates for water/wastewater taps and extension of lines.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for data entry. Uses or repairs small/light equipment, such as power tools.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision,

LOCATE TECHNICIAN

guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of engineering specifications and plans;
- Knowledge of regulations relating to the construction and maintenance of water and wastewater;
- Knowledge of many types of metallic pipe location devices to include both inductive and conductive systems;
- Knowledge of the universal location and marking code;
- Ability to work from and interpret construction plans, field notes, tie or eye record books, blueprints and drawings;
- Ability to make accurate, neat and legible representations;
- Ability to perform a variety of administrative tasks pertinent to the operation of water, reclaimed or wastewater utilities;
- Ability to prepare and maintain a variety of reports and records;
- Skills in the operation of electronic service locators;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of customers or employees of organization;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; and
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge in Basic MOT

Minimum Qualifications: High school diploma or General education degree (GED); and two (2) years of related experience and/or training in the maintenance, operation, or construction of water transmission and distribution system or wastewater collection system, or gas line installations and maintenance, or equivalent combination of education and experience. Must obtain Water Distribution Level 3, Waster Water Class "C" and Reclaimed Water "C" within (3) three years.

ESSENTIAL PHYSICAL SKILLS

- Standing
- Walking
- Ability to communicate orally
- Acceptable hearing (with or without hearing aid)
- Reaching
- Sitting
- Feeling
- Climbing
- Balancing

- Stooping
- Kneeling
- Crouch
- Crawl
- Heavy (up to 50 pounds) lifting and carrying
- Acceptable eyesight (with or without correction)

Environmental Conditions:

- Works outside under various weather conditions
- Exposed to wet/humid conditions and moving and mechanical parts
- Exposed to fumes and air-born particles
- Works with vibrations
- Works at moderate noise levels
- Works in roadways where vehicle traffic hazards and other utilities are placed.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date