



JOB POSITION: UTILITY LINE LOCATOR

Division: Customer Operations (Field Operations)
Status: Non-Exempt
Grade: 8
Job Code: 760
Reports To: Location Services Supervisor
Date: 07-01-07
Revised Date: 04-01-22
Last Reviewed Date: 04-01-22

SUMMARY OF JOB

Responsible for providing location of water/sewer lines and features throughout the Authority's service area. Marks/ responds to Miss Utility tickets within the required time frame, including emergency and 3-hour locates. Reads/interprets GIS mapping. Efficiently plans daily driving routes. Proficient in use of computer software/various location equipment. Assesses field conditions by removing and replacing manhole lids. Accurately marks locations. Helps/assists contract locators when needed. Graduation from high school/ GED equivalent. Previous experience preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Marks and responds to Miss Utility tickets within the required time frame, including emergency and 3-hour locates.
- Reads and interprets GIS mapping.
- Efficiently plans daily driving routes.
- Proficient in use of computer software and various location equipment.
- Assesses field conditions by removing and replacing manhole lids as necessary
- Accurately marks locations on the ground with spray paint.
- Helps and assists contract locator when needed.

SUPERVISORY RESPONSIBILITIES

None.

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.

- Ability to work with minimal supervision.
- Ability to work safely and obey all safety rules.

- Ability to communicate effectively, both verbal and in writing.
- Ability to establish and maintain effective working relationship with coworkers, other Water Authority departments and the general public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic with a strong emphasis on good attendance, reporting to work on time, completing job assignments in a timely manner, maintaining a good work attitude, performing all job duties as assigned and/or scheduled.
- Understanding of Miss Utility and State Utility Location Laws.
- Ability to read, understand and follow Miss Utility ticket instructions.
- Ability to operate a motor vehicle, and navigate by street map around the Roanoke Valley, Franklin county and Fincastle areas.
- Ability to locate water and sewer lines and appurtenances accurately.
- Ability to maintain and schedule maintenance for location equipment and vehicle.
- Ability to scheduling appointments with contractors and homeowners, including prompt return of phone calls.
- Ability to read and interpret maps and construction plans.
- Ability to operate a laptop computer, including effective use digital mapping and line location software.
- Ability to understand different pipe materials and sizes, and how they affect location efforts.
- Ability to create sketches to assist in map corrections.
- Ability to operate several types of line location equipment including but not limited to Metro Tech 810, Metro Tech 880b, Pipe Horn, Metro Tech 480, Fisher red box, and copper rods.

EDUCATION and/or EXPERIENCE

Graduation from high school or GED equivalent. Previous experience preferred or equivalent combination of education and experience.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.

PHYSICAL DEMANDS OF THE JOB

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 walk, stand, and sit; use hands to handle or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using equipment is involved.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must be able to stand for an extended amount of time at the jobsite.
- Employee must be physically able to walk several miles during the day.
- Employee must be physically able to regularly reach overhead.
- Employee must regularly lift, carry and/or move up to 50 pounds and occasionally 100 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

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.

- Employee will be regularly exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.
- Employee will be subject to exposure to moving mechanical parts and heavy equipment operation.
- Employees will be subject to roadway hazards, i.e. traffic.
- Employee will be subject to outside hazards, i.e. poison ivy, bees, spiders, dirt, animals.
- Employee will be subject to confined areas, i.e. confined spaces, sewer manholes, water vaults, wastewater pits, and/or protected trenches.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application.
- Rating of education, experience, training and qualifications.
- Reference checks.
- Interview with WVWA management team.
- Applicant must pass a pre-employment physical and drug/alcohol test.

- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application.
- Job related test might be required and would be administered to all applicants applying for the position.