

**CLASS SPECIFICATION**  
**Utility Locator**

FLSA Status: Covered  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under general supervision, conducts field location inspections for water, sewer and other underground utilities; documents, prioritizes and responds to utility locate requests; responds to emergency requests, and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Utility Locators utilize maps and other tools to locate and identify underground utilities. It is distinguished from technician classifications by its focus on locating underground City owned utilities, such as water and sewer services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Responds to request for information on underground utility locations; conducts field location inspections and clearly marks the utility in the area of proposed excavation as described in the locate request. May utilize laptop computers, asset data bases, maps, survey markings, construction notes, sounding devices, etc.
2. Documents and prioritizes utility locate requests and data including emergency requests; meets and follows up with contractors, inspectors, and others, to determine the best method for locating and marking underground utilities in the area to be excavated.
3. Researches as-builts and other design drawing and connection records for location, depth, size and function of utilities; queries multiple databases including GIS.
4. Tests and evaluates new locating equipment; maintains equipment.
5. Based on field inspections, identifies errors on maps and makes corrections on hard-copy maps for submittal to the appropriate GIS technician or supervisor.
6. Provides rotating 24-hour response for emergency utility locates.
7. Maintains routine files and records.
8. Assists with traffic safety controls at sites; places traffic control barricades; flags traffic.

9. Includes frequent customer service through telephone callbacks, requested site meets, and responding to citizen inquiries while completing locate requests in the field.
10. Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Basic engineering and construction terminology, practices and procedures.
2. Basic design and maintenance practices of sewer collection, water distribution or other underground utility systems.
3. Basic computer skills including various mapping and asset management databases.
4. Basic emergency response techniques.
5. City geography and street locations.

### **Ability to:**

1. Learn and use safe working practices including safe and effective use of tools and equipment.
2. Understand and follow written and oral instructions; work under general supervision; work effectively as a team or as independently work effectively with co-workers in a diverse workforce.
3. Establish and maintain effective working relationships with bureau management and staff, contractors and others encountered in the course of work.
4. Interpret and explain both orally and in writing technical information to the public, specifically City Codes, policies, procedures and regulations.
5. Search and obtain information from such documents as engineering or architectural drawings, regulations, reports, application forms, manuals, property records, plans, specifications and various kinds of maps, graphs and construction plans.
6. Use safety precautions when driving or working at field sites.
7. Perform measurements and arithmetic computations including multiplication, division, fractions, decimals and conversions.
8. Negotiate rough terrain, lift up to 60 pounds and work outdoors in all weather conditions.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent, or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 11-10-08

June 2009 - Change Job Class number from 2046 to 30001037, due to system change.

July 2017 – Updated union name from COPPEA to PTE