

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Utility Locator
DEPARTMENT	Public Works\Operations
UNION:	114
SG:	10
CS:	Yes
FLSA:	Y
EE04CODE:	SC

NATURE OF WORK:

Locates water lines, sewer lines, stormwater lines, and all other underground utilities owned by the City of Bellingham, using utility maps, computers, and sensitive electronic equipment. Locator performs a variety of technical activities which support City utility crews, contractors, excavators, and other utility companies. Performs semi-skilled work involving the interpretation of maps involving new construction in relation to existing City-owned utilities. Usually works independently indoors and outdoors in all weather conditions and sometimes under hazardous conditions. May be called out for emergency work.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other classifications that may perform locating functions or assist in locating utilities as one of several essential functions by its sole focus on locating various types of utility lines and performing closely related duties.

SUPERVISORY RELATIONSHIPS:

Reports to and receives direction from a Public Works supervisor. Works independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements. May receive special project work assignments and direction from other Public Works supervisors. May provide training or technical guidance and day-to-day direction to lower classified staff. In the event of an emergency, may report to a Water Distribution Specialist IV or a Skilled Worker II.

ESSENTIAL FUNCTIONS:

1. Locates various City utilities, including water, sanitary sewer, stormwater, street, traffic signal, fiber optic communications, and City electrical systems. Receives and prioritizes locate requests. Ensures all locate requests are within the City limits and designated boundaries. Responsible for marking utilities accurately and within an acceptable time frame using available information. Assists other City sections and/or divisions in updating mapping systems from field notes to GIS staff. Researches and updates as-built files to facilitate field locates. Operates electronic locating equipment. Ensures that the locate van is properly stocked, operated, and maintained.
2. Determines the size and location of water and sewer lines.

3. Prepares reports, simple drawings and sketches and submits to GIS staff for any new construction or changes
4. Utilizes the geographic information system (GIS), the asset management system and as-built plans to research and provide infrastructure locations. Conveys information to department staff, contractors and the public through the one-call utility locate system.
5. Collects and verifies the physical location, condition and structural information of utility infrastructure in the field. Provides feedback to supervisor and GIS staff through reports, marked up maps, and sketches.
6. Tests and evaluates new locating equipment; maintains locating equipment.
7. Responds to emergency situations to give information and directions to contractors, City employees, and the general public to prevent further damage and lessen health and safety hazards.

ADDITIONAL WORK PERFORMED:

1. Trains or assists with training of lower-level and less experienced staff in the proper work practices and procedures and the proper use of materials, tools and equipment for locating underground utilities
2. Performs other related duties and responsibilities within the scope of the classification or as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Basic mathematical principles and calculations.
- Materials, methods, equipment and techniques commonly used in the installation, maintenance, and repair of underground utilities.
- Relevant policies and procedures, with the ability to explain actions to citizens in a tactful manner.

Skill in:

- Applying craft techniques, processes and principles in the accomplishment of assigned work.
- Use of Division computer software to perform various assignments.
- Maintaining required standards of work (production, quality and safety) independently and in directing others.

Ability to:

- Use good independent judgment and follow safe work habits when working in traffic and dangerous areas.
- Read and interpret engineering plans, drawings and sketches.
- Read and understand work orders, directions, policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work cooperatively with City staff from other divisions and departments, including maintenance, engineering, and GIS staff.
- Prioritize work and schedule locates appropriately.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the job, including:

- dexterity of hands and fingers to operate specialized equipment and tools;
- reaching overhead and above the head horizontally;
- standing for extended periods of time;
- bending at the waist;
- hearing and speaking sufficiently to exchange information.
- lifting objects up to fifty pounds.

WORKING ENVIRONMENT:

Works primarily in the field in all weather conditions, often at construction sites and hard hat areas near large construction machinery and on uneven terrain. Requires a substantial amount of driving, occasionally in heavy, fast moving traffic. Locating work may be performed in or near traffic on major streets where attention to traffic control and safety is required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or General Equivalency Diploma (GED) required.
- Two years experience in the location and/or construction of underground utilities or closely related field required.
- One year experience performing locations of utility systems strongly preferred.
- City employees who have successfully completed the probationary period in the Utility Worker classification series or Water Distribution Specialist series are eligible for competitive promotion to this classification.
- A combination of experience and education that provides the applicant with necessary skills and abilities will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Must possess and maintain a valid Flagging/Traffic Control Card throughout term of employment.
- Must possess and maintain a valid first aid card/CPR card throughout term of employment.
- Must be able to report to public works operations for emergency call-out within one hour of report time.

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10/3/08

REVIEWED BY: _____
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COMMISSION ADOPTION: _____ November 12, 2008