

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Utility Locator

<b>DEPARTMENT:</b> Engineering	<b>ACCOUNTABLE TO:</b> Engineering Manager/Supervisor	<b>FLSA STATUS:</b> Non-Exempt
<b>SALARY RANGE:</b>	<b>18</b>	
<p><b>CLASS SUMMARY:</b> Incumbents are responsible for duties including locating and marking Padre Dam facilities (water, reclaimed water, sewer pipelines, valves, manholes, gas, electric and phones) and inspection of construction work related to water, recycled water, and sewer facilities. Duties performed include: locating and marking facilities using engineering drawings, visual identifiers and specialized equipment, scheduling field meetings with contractors and other agencies, updating location/inspection project drawings, reviewing survey data and procedures, performing continuity tests on installations of tracer wires, inspecting and approving private development and Padre Dam contract construction projects; planning, scheduling and pacing inspection work with the progress of construction; reviewing plans/details, submittals, specifications, contract documents and soil reports; ensuring compliance for quality and quantity of materials, construction methods, equipment and workmanship; responding to and resolving customer inquiries and complaints; and, maintaining records documenting progress of projects. Incumbents in this class may be required to receive and respond to after-hour calls.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The incumbent performs a variety of duties related to locations and markouts of water and sewer systems and performs construction inspection duties under close supervision.</p>		

DUTY NO.	ESSENTIAL DUTIES:
1.	(Primary responder) Locates and marks existing Padre Dam facilities and related appurtenances in the field using engineering drawings, computer databases, visual identifiers and specialized equipment.
2.	Assists Padre Dam's Right-of-Way Agent with the location, monitoring and documentation of easement encroachments, erosion problems and other easement issues.
3.	Documents and maintains records of Underground Service Alert Tickets and actions taken.
4.	Updates, maintains, and organizes location and inspection project drawings, files and records.
5.	Advises appropriate personnel and organizations of any discrepancies between existing utility records and electronic utility instrument location information.
6.	Coordinates construction projects with all Padre Dam departments, other public agencies and the general public.
7.	Documents progress and details of construction work with daily reports, digital photographs, field notes and all other project records using a computer with Windows-based software. Must also archive and retrieve reports.
8.	Prepares progress reports, approves and recommends acceptance of progress payments, change orders and final project to Padre Dam.
9.	Performs QA/QC of the Districts GIS system and submits redline corrections.
10.	Responds to, resolves and documents customer inquiries and complaints.

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DUTY NO.	ESSENTIAL DUTIES:
11.	Reviews plans, submittals, specifications, contract documents and soils reports.
12.	Confers with Padre Dam engineering staff and contractor regarding work or materials that deviate from plans/specifications, and ensures that approved work meets Padre Dam standards.
13.	Reviews survey data and procedures to verify line, grade and locations and accurately established and confirms that they are adhered to during construction.
14.	Coordinates and monitors the disinfection/chlorination of newly constructed facilities to ensure that regulations are followed.
15.	Responds to after hour emergencies.
16.	Performs other duties and responsibilities of a similar nature or level.

**Knowledge** (position requirements at entry):

- Safety procedures and regulations;
- Pipeline construction materials, equipment and tests;
- Construction practices;
- Facility location techniques;
- Material testing procedures;
- Applicable laws and regulations.
- WAS Standards and Green Book Standards

**Skills** (position requirements at entry):

- Communicate clearly and concisely, both orally and in writing;
- Using computer and related software applications; (Word, Excel, Teams & GIS applications);
- Operate a pipe locator and a wide variety of tools and equipment used in the work;
- Read and interpret field data and markings related to survey and locating;
- Reading and interpreting maps, engineering plans, specifications, surveying and mapping records, and legal descriptions;
- Checking and reviewing plans;
- Inspecting construction projects;
- Prioritizing Location and Inspection activities;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one year of related basic repair and maintenance experience of public water systems; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. College level water technology courses are desirable.

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### Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- Water Distribution Operator Grade D-1 certificate from the State Water Resources Control Board Division of Drinking Water (within one year of hire or promotion);

**Safety Priorities:** Knowledge of use and care of Personal Protective Equipment specifically related to fall protection, confined space work and chemical exposure, safe use and care of hand and power tools, safety when working around traffic in the public right of way, defensive driving techniques, general office and field safety. Understanding of Padre Dam's Safety Rules and Regulations and Accident and injury reporting policies. Ability to complete safety training and work in a safe and efficient manner.

### Physical Requirements:

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

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, odors, dusts and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### Classification History:

Date: New 11/03/21