VALLECITOS WATER DISTRICT

FACILITY LOCATOR

DEFINITION

Under general supervision, performs location of District underground piping systems and other related appurtenances, including acting as District liaison with other agencies and contractors; provides updated field data on location of District facilities; performs routine construction inspections of water and sewer systems; performs related duties as required.

CLASS CHARACTERISTICS

This is the entry level class in the facility location/construction inspection class series. The incumbent performs a variety of duties related to locations and markouts of water and sewer systems and performs minor construction inspection duties under close supervision. This class is distinguished from Construction Inspector I class which is the working level construction inspector class, inspecting more complex construction projects.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Locates and marks out District underground facilities and related appurtenances; prepares updated field data on location of District underground facilities and related appurtenances; operates pipe locator and a variety of hand and power tools and equipment related to job duties; meets with contractors regarding the location of facilities; walks the construction area with contractor to examine locations and markings;
- Prepares and maintains daily logs and reports of underground facility locations;
- Reads and interprets maps, engineering drawings, plat maps, sketches, and service manuals to determine location, size, and construction material and characteristics of facilities;
- Coordinates location services in cooperation with contractors, other agencies, and other concerned parties; meets and confers with representatives of utility companies, contractors, public agencies, and the general public; answers citizen complaints and requests for information;
- Reviews District and developer plans with District staff for the solution of special location problems and conditions;
- Inspects minor construction projects such as fire hydrant installation, water and sewer lateral installations and abandonments, and detector check assemblies to ensure compliance with District plans, specifications and policies;
- Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices; operates and maintains a wide variety of hand and power tools and equipment related to work assignments;
- Occasionally locates and marks out District underground facilities and related appurtenances after normal working hours;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Methods, materials, tools, and equipment used in underground facility location work;
- Construction methods, materials, practices, specifications, and equipment;
- Relevant state and local laws, ordinances, codes, and standards;
- Operation of a pipe locator and a wide variety of tools and equipment used in the work;
- Safe work practices and regulations pertaining to the work.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Exercise independent judgment within policy and procedural guidelines;
- Inspect minor construction for compliance with plans, specifications, and codes;
- Read/interpret engineering plans, blueprints/specifications, records of survey, legal descriptions, and maps;
- Establish and maintain effective working relationships; maintain cooperative working relationships with engineers, developers, contractors, and the public;
- Effectively schedule own workload and meet agreed upon location inspection times;
- Understand, explain, and apply policies and procedures;
- Work safely;
- Keep clear, accurate, and concise records and field sketches;
- Locate and mark underground facilities and related appurtenances;
- Operate a pipe locator and a wide variety of tools and equipment used in the work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent and two years of experience in water and wastewater systems work related to construction or maintenance.

Licenses, Certificates, and Special Requirements

- Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.
- Possession of a State Water Resources Control Board Water Distribution 1 certificate desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment.
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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; drive; and talk and hear. Employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; travels from site to site by car or truck; works in or around areas with major amounts of dust present. Employee frequently: is exposed to loud noises and common allergy-causing agents. The employee occasionally: works in confined or cramped positions; works on unusually slippery surfaces; gets part of body and/or clothing wet. Some work is done at a height of more than 12 feet. May be exposed to free silica dust and asbestos and electrical exposure while on construction sites.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature Date

______________________________________________________________________
Supervisor Signature Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.