

## **LEAD UTILITY LOCATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Lead Utility Locator identifies, locates, and marks the location of City of Mesa subsurface utilities in order to minimize accidental damage or disruption of service due to construction excavation activities. An employee in this class performs a variety of skilled and semiskilled activities to facilitate safe excavation. These activities include primary responsibility for the oversight and enforcement of the Bore Monitoring Program, locating and marking existing City-owned underground infrastructure including: natural gas (including high-pressure gas and regulator stations and vaults), electric primary and secondary lines (including J-boxes and vaults), water lines, gas and water valves (including electronic markers), wastewater lines, and E-Streets fiber (including J-boxes and vaults), reclaim water system, chilled water/district cooling system, storm water collection system, streetlights, and traffic signals (including fiber optic, telephone and loop components). This position also performs 'check and wrap' gas line inspections and performs pipe coating and tracer wire repairs as necessary in association with bore monitoring. The Lead Utility Locator usually works alone: an employee in this class is expected to exercise considerable initiative in moving efficiently through the day's work assignments. Also, considerable independent judgment must be used, as the accuracy of the locate depends heavily upon how well the readings from the equipment are interpreted and the accuracy of the bore-related calculations affect the excavating contractor's progress. The Lead Utility Locator acts as a lead over the Utility Locators by providing close oversight of the Utility Locator personnel in the completion, performance, and accuracy of locate requests in accordance with state law; performing employee training/development; resolving daily operational issues/problems as they relate to balancing of workload, vehicles, and locate equipment; and providing troubleshooting help to the Utility Locators. An employee in this class must also be able to read and interpret electronic quarter section plat maps to facilitate locating utility lines. Employees in this class perform assignments in hazardous traffic environments and are required to use appropriate safety equipment and procedures. An employee in this class uses computers and a variety of specialized, sensitive electronic equipment to locate utility lines and valves in the right-of-way and utility easement. This position performs related duties as required.

**Distinguishing Features:** The Lead Utility Locator class is distinguished by its full-time responsibility for locating underground utilities; bore monitoring enforcement including the authority to suspend bore/excavation activities. This class will be responsible for assisting the Utility Locator Supervisor in the training and monitoring of the Utility Locator's work performance and acting as a technical expert in troubleshooting problem locates, etc. The Lead Utility Locator may act as the Utility Locator Supervisor in their absence and will be responsible for the entire Locate section. In addition to the standard responsibilities of the Utility Locator position, the Lead Utility Locator is responsible for the enforcement of all permitting requirements, specifications, details, 'check and wraps,' and applicable guidelines in accordance to the Bore Monitoring program. This position is also responsible to assure compliance to state law; (the) Underground Facilities Law (A.R.S. - Article 6.3, 40-360.21 et.al.). The law mandates a two working day response to locate and mark the location of facilities by Underground Facility Operators (City of Mesa). This class is subject to emergency call-out and stand-by, and must be willing to work overtime as required. This class is supervised by the Utility Locator Supervisor through meetings, conferences, reports concerning volume, timeliness of locates, problems encountered, and overall results achieved. This class is FLSA nonexempt.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to two years' full-time employment in underground or utility construction-related work involving some responsibility for reading and interpreting project plans, blueprints, quarter section and plat maps, or related materials. Two years' experience using electronic locating devices to locate multiple utilities (example: gas, water, sewer, cable, fiber optics, telephone, etc.) as a Utility Locator OR two years' full-time employment with the City of Mesa as a Utility Locator. Any combination of training, education, and experience equal to a minimum of one year experience in a lead or supervisory capacity.

**Special Requirements.** Must successfully complete operator qualification training administered by Energy Resources within six months of hire/promotion into the class and must retain qualification throughout employment in order to work on the City of Mesa's natural gas system. Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** This class is subject to DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199.

**Preferred/Desirable Qualifications.** Experience utilizing mobile laptop computer systems/applications is preferred. Customer service experience dealing with vendors, contractors, and inspectors is highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Meets with contractors on-site and at pre-construction meetings to coordinate and perform locate activities for large projects, resolves problems, and/or verifies liability if a utility line is hit and the accuracy of the locate is challenged. Prepares various clear and concise written reports and forms including vehicle mileage reports, daily time sheets, work-completed documents, and Gas Pipeline Inspection forms. Prepares written documents verifying marked utilities after damages to City facilities, and expedites claims research regarding utility repairs. Communicates and identifies any errors or omissions regarding any/all underground facilities, mapping, and misdrawn locations to the Utility Locator Supervisor, so as to enable and make corrections. Interacts with contractors, coworkers, and the general public to establish and maintain effective working relationships. Interacts daily with Engineering Inspectors, Fiber Optic, Street Light, Traffic Control, and Cathodic Protection Technicians to obtain vital infrastructure information as it relates to the quality and performance of locates.

**Manual/Physical:** Operates a motor vehicle (i.e., pickup truck) requiring a standard Arizona Driver's License to complete locating assignments, review work of subordinates, observe bore drilling, and respond to emergencies. Operates a personal computer (PC) or laptop, in order to obtain information regarding excavation locations and to input the status of work performed. Operates various electronic devices designed to assist in the locating of subsurface utilities including gas and water lines, gas and water valves, wastewater lines, streetlights and traffic signals (including the associated fiber optic, telephone and loop components), E-Streets fiber, and reclaim water and storm water collection lines.

Distinguishes colors to mark utilities according to the Common Ground Alliance (CGA) guidelines, and the state's uniform color code designating the corresponding utility. Senses and detects natural gas leaks when locating gas mains and services. Uses common hand tools such as a shovels, wrenches, socket sets, hammer, or screwdriver to open various utility appurtenances enabling direct attachment of locating equipment and utilizes various tools/equipment to affect minor damages to the gas lines and appurtenances during boring operations. Assists the Cathodic Protection Technicians in the locating of tracer wire shorts and gas lines in the pinpointing of gas leaks. Prepares or updates maps to make corrections for specific plats. Works with paints using normal protective equipment to mark utility lines. Works in a variety of hazardous environments such as construction sites, bore sites, and traffic rights-of-way while performing locate assignments. Meets scheduling and attendance requirements.

**Mental:** Organizes daily locate assignments into a route designed to minimize backtracking and increase efficiency in covering an assigned area of the City. Reads and interprets quarter section and plat maps to locate City utilities so that they can be marked to help prevent and/or minimize accidental damage by contractors or other digging near the City's utility lines (Blue Stake Program). Conducts research or analyzes data regarding excavation locations, construction prints, plat pages, and plans to determine actual running line of requested utilities. Completes log to document work completed using computerized data entry. Learns job-related material through on-the-job training regarding blue staking or marking of utility. Maintains vehicle maintenance records. Interprets signals and output from electronic detection equipment to locate underground utility lines.

**Knowledge and Abilities:**

Knowledge of:

advanced computer use and applications including the internet;  
electronic metal detection equipment operating procedures;  
basic markings and symbols used on quarter section and plat maps, project plans, and blueprints;  
basic computer and software applications;  
basic computer use and applications;  
Arizona Underground Facility Law (ARS 40-360.21);  
marking procedures Common Ground Alliance (CGA) Best Practices used in the Blue Stake Utility Locating Program;  
the general layout of all City of Mesa's underground facilities; and  
basic principles and practices of employee supervision and training.

Ability to:

establish and maintain effective communications and working relationships with supervisors, coworkers, contractors, and the general public;  
maintain a high volume of work output with minimal supervision;  
manually access utility appurtenances such as valve boxes, water meters, and wastewater manhole lids;  
work in heavy and hazardous traffic conditions utilizing safety devices;  
communicate vital information via telephone or two-way radio;  
maintain safe operation of motor vehicle and safety related equipment;  
troubleshoot mobile computer hardware, software web-based applications, air-cards, and electronic mapping;  
receive and update electronic mapping for all underground facilities;

attend pre-construction, supervisor or site meetings as necessary;  
assist in damage prevention efforts, public/contractor awareness and training; and  
assist in training subordinates as necessary, to assure compliance with the Operator Qualification (OQ) program.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 42-200

PAY GRADE: 49

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