

## UTILITY LOCATOR SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Utility Locator Supervisor is responsible for supervising and coordinating the work unit primarily responsible for locating and marking existing City underground infrastructure and oversight of the Bore Monitoring Program. This infrastructure includes natural gas and water distribution systems, wastewater lines, streetlights, traffic signals (including the associated fiber optic, telephone, and loop components), E-Streets fiber, reclaim water system and storm water collection lines. Other duties include: acting as liaison with contractors regarding major locate projects, resolving daily production problems; reviewing work, participating in hiring/firing processes, initiating disciplinary actions, evaluating employee performance, and training subordinate employees; determining/verifying liability for utility line hits; investigating all damages inflicted upon City of Mesa's underground infrastructure to determine responsibility for repair costs; documenting, reviewing and following-up on claims in conjunction with the City Attorney's office; and investigating (includes on-site field visits, communicating with contractors, gathering of necessary data/photos to support claims). Although this is a supervisory class, the employee is expected to spend a significant amount of time in the field acting as liaison with contractors regarding major locate projects, resolving daily production problems, and determining/verifying liability for utility line hits. Field duties also include the supervision, confirmation, verification, and accuracy checks of locate ticket requests performed by the work unit. Employees in this class are required to use appropriate safety equipment and follow safety procedures in performing assignments. This position performs related duties as required and is subject to emergency call-out.

**Distinguishing Features:** A Utility Locator Supervisor is distinguished from the Gas System Supervisor by having full supervisory responsibilities for the Locate Program, and not having direct oversight of the actual construction, maintenance, and repair activities. An employee in this class is expected to exercise considerable initiative and independent judgment in resolving day-to-day operating problems to ensure efficient and effective use of assigned equipment and personnel. 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.) mandates a two working day response by the Underground Facility Operators (City of Mesa). This class is supervised by the Energy Resources Compliance Administrator through reports, conferences, and meetings concerning volume and timeliness of work, problems encountered, and overall results achieved. This class is FLSA exempt-executive.

### 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 seven years full-time employment in underground or utility construction related work involving responsibility for reading and interpreting project plans, blueprints, quarter section, plat maps, or related materials. At least four years of this experience must have involved locating utility lines **OR** three years full-time employment with the City of Mesa as a Lead Utility Locator, Gas System Crew Leader, or Gas System Inspector. Good (1 - 3 years) experience in a lead or supervisory capacity.

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must complete Department of Transportation (DOT) Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees.

**Substance Abuse Testing.** This class is subject to random drug and alcohol testing to comply with Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) regulations 49 Code of Federal Regulations (CFR) Part 199.

**Preferred/Desirable Qualification.** Experience utilizing mobile laptop computer systems/applications is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Meets with contractors both on-site and at pre-construction meetings to coordinate 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 reports, forms, and memos to document work completed, problems encountered and/or resolved, and updates Blue Stake Program related records. Communicates and identifies any errors or omissions regarding any/all underground facilities, mapping, or misdrawn locations to the proper individual to make corrections. Interacts with contractors, coworkers, subordinates, and the general public to establish and maintain effective working relationships. Prepares clear, concise written reports.

**Manual/Physical:** Operates a motor vehicle requiring a standard Arizona Driver's License to travel to job sites to review work of subordinates, contract construction site personnel, and respond to locating issues and emergencies. On a limited basis, the ability to confirm, verify, and check the accuracy of locate tickets performed by the work unit. Participates in the long-range planning and design of future and replacement utility projects. Assists in developing the annual Energy Resources Department budget. Meets scheduling and attendance requirements.

**Mental:** Uses a computer to review, monitor, and validate Blue Stake requests received via the internet application software system. Utilizing the internet application, balances the workload by area, re-assigns work tickets to various Utility Locator's, and records the totals on the route sheet. Works in conjunction with, and supervises the Lead Utility Locator and subordinate Locator staff. This class assigns and reviews work, participates in hiring/firing processes, initiates disciplinary actions, evaluates employee performance, approves leave, and reviews time and mileage reports. Trains subordinate employees in understanding the requirements of the Underground Facilities Law, the Blue Stake Program and utility line locating procedures and techniques including use of specialized electronic equipment as identified in the Common Ground Alliance (CGA) "Best Practices for Locating and Marking." Assists in training subordinates as necessary to assure compliance to the Operator Qualification (OQ) program. Oversight of the Energy Resources damage prevention 'Dirt' program and associated data collection/database management. Reads and interprets electronic quarter section and plat maps to locate City utility lines and infrastructure so that they can be marked to help prevent and/or minimize accidental damage by contractors or other's digging near the City's utility lines. Interprets signals/output from electronic detection equipment to locate underground utility lines. Assigns work to subordinates to effectively and efficiently utilize personnel, vehicles, and equipment.

**Knowledge and Abilities:**

Knowledge of:

advanced computer use and applications including the internet;  
Arizona Underground Facility Law (ARS 40-360.21);  
electronic metal detection equipment operating procedures;  
markings and symbols used on quarter section and plat maps, project plans, and blueprints;  
marking procedures and 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:

troubleshoot mobile computer hardware, software web-based applications, air-cards, electronic mapping;  
receive and update electronic mapping for all underground facilities to ensure that the most current information on utility line location is available and accessible;  
attend pre-construction meetings;  
assist in damage prevention efforts, public/contractor awareness, and training;  
assist in training subordinates as necessary to assure compliance with the Operator Qualification (OQ) program;  
participate in Arizona Blue Stake Center activities and committees;  
maintain a high volume of work output with minimal supervision;  
establish and maintain effective communications and working relationships with other departments, supervisors, coworkers, contractors, and the general public;  
manually access utility appurtenances such as valve boxes, water meters, wastewater manhole covers;  
work in heavy/hazardous traffic conditions utilizing safety devices;  
communicate vital information via two-way radio or telephone; and  
maintain safe operation of a motor vehicle and safety related equipment and assure the same for subordinates.

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 does 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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MR/sb/js

CS4402.DOCX

EEO-S/M

JOB FCTN-TRA

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 53

IND-7502

SWORN-N

Non-DOT Random-N

DOT-Y

INCREMENTS 27-200