



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Utility Service Worker/Utility Locate Technician (Utility Locator)	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Utilities Superintendent	GRADE/RANK: Grade 10
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position performs responsible work locating and marking underground utilities in accordance with all Federal and State regulations. Position maintains all documentation and correspondence required for compliance with VA811 (Miss Utility) program. Position maintains and documents changes and updates to utility mapping through careful coordination with Utility Operations Engineer, Utilities Superintendent, and Engineering Department. Position performs a variety of related duties as directed by Utility Operations Engineer, Utilities Superintendent or Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Performs utility locating and marking according to all Federal and State regulations;
- Maintains/documents all correspondence required for compliance with VA811 program;
- Checks and downloads VA811 locate tickets from computer continuously each day;
- Prioritizes utility locate assignments to ensure timely response to emergency locate tickets and/or emergency utility situations;
- Travels to job site and performs thorough search for underground utilities in vicinity;
- Locates, identifies, and marks all City owned, operated, or maintained utilities (water, sanitary sewer, storm sewer, and electrical) using appropriate marking methods (paint and/or

- flags) in accordance with the Virginia Underground Utility Marking Standards;
- Transmits all appropriate response codes to VA811 system for each utility locate by required deadlines;
- Photographs, documents, and logs difficult, congested, or important utility locations when necessary or as directed;
- Maintains and files all records and documentation of each utility locate for a minimum period of three (3) years;
- Performs utility locates safely and efficiently to protect against costly and dangerous damage to private property and other utility infrastructure;
- Investigates, photographs, and thoroughly documents damaged utilities and surrounding area when necessary or as directed;
- Uses all utility locate and related equipment in a safe and efficient manner;
- Maintains all vehicles and equipment in a clean and serviceable manner;
- Reviews monthly VA811 ticket invoices, compares invoices to monthly totals of utility locates, and either approves invoices for payment or reconciles differences with VA811;
- Checks and ensures that sufficient supply of equipment and supplies are maintained and stored properly and notifies higher supervision if equipment and supplies are needed;
- Uses GPS equipment and other means (notes, drawings, sketches) to record location of utilities in excavated areas and/or construction sites to obtain and maintain accurate documentation of utility locations as needed;
- Documents changes and updates to utility mapping through careful coordination with Utility Operations Engineer, Utilities Superintendent and Engineering Department;
- Maintains and files all records and documentation for development review projects, construction projects, and site plans;
- Keeps office and map room clean, orderly, and updates filing system and files regularly;
- Assists and communicates with a variety of personnel including field crews, City staff, contractors, developers, customers, citizens, and other utility owners;
- Assists with snow and ice removal as required;
- Attends safety and training meetings as required and;
- Performs other related tasks or duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Position requires thorough knowledge, skills, and abilities of various requirements, standards, and practices including, but not limited to, the following:

- Thorough knowledge of utility locating principles, practices, laws, and regulations including the Virginia Underground Utility Marking Standards, the Virginia Professional Excavator's Manual, and the VA811 system;
- Thorough knowledge of occupational hazards, health and environmental laws;
- Ability to work independently with minimal supervision;
- Ability to operate and teach safe operation of utility locating equipment;
- Ability to read and interpret maps, plans, drawings, and engineering data;
- Ability to use computer for communication and recordkeeping;
- Ability to solve routine and unique problems;

- Ability to provide excellent customer service and deal with a variety of people in an efficient and professional manner and;
- Ability to perform manual labor.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by courses in engineering technology, trade school, drafting, construction, or similar occupational work.

SPECIAL REQUIREMENTS:

Position requires a valid Virginia driver's license, good driving record in accordance with City standards. Position requires ability to work irregular schedules on an on-call basis including overtime, nights, weekends, and holidays. Position is subject to pre-employment physical, drug test, driving record review, and criminal background review. Position is subject to annual driving record review and random drug and alcohol testing. Position requires regular and reliable attendance and a home or personal telephone. Possession of CDL Class B license with tanker endorsement is preferred.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position requires physical work with the exertion of up to 25 pounds of force frequently to move and load objects and some heavy work requiring the exertion of up to 75 pounds of force occasionally. Work requires frequent walking, bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires ability to perform manual labor and work in confined spaces. Work is regularly performed outside and includes working in tight confines such as ditches and vaults. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet for operating clutches, levers and knobs. Work requires frequent driving of a motor vehicle. Vocal communication and hearing is required for operating equipment and for expressing or exchanging information and instructions by means of the spoken word. Visual acuity is required for operation of machines, observing surrounding areas, monitoring activities, and ensuring safe traffic conditions. Work is subject to adverse environmental conditions including extreme cold, extreme heat, rain, snow, ice, dust, noise, vibrations, uneven terrain, and related hazards.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position works under the regular supervision of the Utility Operations Engineer, Utilities Superintendent, and/or Director of Public Works and has no supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Position uses utility locating equipment, system mapping, prior history and knowledge, and other means to accurately locate and mark underground utilities. Position prioritizes locate assignments to complete work by required deadlines; determines and transmits proper response to VA811 system; and communicates serious issues such as damaged utilities, services, or equipment to the Utility Operations Engineer, Utilities Superintendent, and/or Director.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Utility Locate Technician will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019