

Title: Utility Locator
Department: Public Works
Division/Office: Engineering Division



Grade 2112; Hourly position; Category: Classified; Job Code: UTLC; Rev.:07/01/2021

General Description

The purpose of this position is to perform entry level utility infrastructure locates and sewer lateral inspections, data collection, meter reading, and similar technical tasks for the Public Works Department.

This position works under general supervision, independently developing work methods and sequences consistent with directions.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Operates GPS or similar equipment in locating and marking public utilities.
- Performs, records, and reconciles meter readings as assigned.
- Performs inspections of sanitary sewer connections.
- Conducts research via field inspections or drawings to accurately locate utility infrastructure.
- Maintains electronic data base of utility infrastructure.
- Prepares reports as directed detailing locations of utility infrastructure.
- Identifies County sanitary sewer infrastructure as part of Miss Utility locating service.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by two (2) years of experience in engineering, mapping or surveying or an equivalent combination of education, training and experience.

Additional Requirements:

Some knowledge of inspection techniques; good knowledge of the operation and functions of a public works operation; ability to recognize and locate typical external public utility components; ability to prepare reports and maintain records; ability to locate and utilize engineering drawings; ability to establish and maintain effective working relationship with coworker, supervisors, contractors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, kneeling, reaching, pushing, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required

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to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement