

## POSITION DESCRIPTION

**Class Title:** Utility Line Locator - PU  
(Job Class Code: 0116)

**Effective Date:** July 1, 2014

**Pay Grade:** 11

**Department:** Public Operations

**FLSA Status:** NE

### GENERAL PURPOSE

This is manual work in which the employee performs a variety of skilled maintenance work. Locates and identifies City water and wastewater lines in compliance of the Louisiana One Call 811 Utility identification System requirements.

**SUPERVISION RECEIVED:** Works under the general supervision of a Sr. Crew Chief or Superintendent.

**SUPERVISION EXERCISED:** None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews all Louisiana One Call tickets, identifies and marks all underground city water and wastewater lines as required.
2. Records all located tickets and/or locations on day work reports and secures pictures of all located locations after locates have been completed.
3. Works with and assists City crews during the repairs of the City's Water, Wastewater and Drainage Systems.
4. Performs routine inspections on new developments while working closely with the city engineering office, contractors and project developers.
5. Performs all duties in conformance to appropriate safety and security standards and City policy.
6. Work with City Engineering staff to record and update changes in the City's Water and Wastewater System GIS software.
7. Assists with any other job related duties as assigned.

### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school diploma or GED.
2. One year (1) experience in the operation of a water and wastewater system.
3. An equivalent combination of education and experience. Additional full-time related experience may be substituted, year for year, for the required education or has proven he/she can operate all required equipment through written and practical exams.

Necessary Knowledge, Skills and Abilities:

1. Must be able to read plans, blueprints and maps. Must be able to understand how a Water and Wastewater system network operates.

2. Must be able to understand and comply with the Louisiana One Call Locating Systems procedures and requirements.
3. Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to work from construction specifications; Ability to work overtime.

### **SPECIAL REQUIREMENTS**

Valid Louisiana Drivers License.

### **TOOLS AND EQUIPMENT USED**

Pickup truck, power saws, compressors, generators, common hand and power tools, shovels, wrenches, probing rods, valve wrenches, detection devices, mobile phone, line locating equipment, metal detectors, computers, GIS devices, cameras

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, including inclement weather. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is

occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, exposed to biohazards and confined spaces, and working in trenches.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Approval:   
Civil Service Director \_\_\_\_\_

Approval:   
Department Director \_\_\_\_\_