



CITY OF SENECA
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SENECA LIGHT & WATER

POSITION DESCRIPTION - UNDERGROUND UTILITY LOCATOR

JOB SUMMARY

The Underground Utility Locator marks the location of underground utilities for construction activities requiring excavation. The Locator is responsible for pinpointing the paths of cables, pipes and other conduits that carry utilities underground. The Underground Utility Locator protects underground utilities from damage during projects involving excavation. Reports to the Engineering Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Locates water lines; ductile iron, galvanized, plastic, PVC and copper water lines as required.
- Locates distribution system, primary and secondary electric lines as required.
- Locates sewer lines; ductile iron, PVC, clay, etc. as required.
- Informs appropriate departments and personnel of up-to-date utilities in services areas and changes in service area that needs to be corrected on maps and/or plats.
- Checks daily locate requirements with department managers.
- Reports problems to department managers found while locating in service areas.
- Assists construction crews as required.
- Detects and reports any equipment malfunctions, defective parts and materials to appropriate supervisor.
- Works in emergencies or "On Call" duty when required.
- Keeps supervisor informed of any problems. Requests help as need.
- Always wears necessary protective equipment and exercises extreme safety in tool equipment and vehicle operations. Understands and observes all safety rule, regulations, and requirements.
- Completes all related paperwork in conjunction with job duties.
- Answers questions concerning utility locates from contractor and/or homeowners.
- Works well with the public.
- Complete CPR and first aid courses and keep certificates current.
- Participates in after-hour standby duty. Responds to emergency and off-hour situations as required
- Remains current with relevant technological and procedural advancements.
- Maintain regular, reliable, and punctual attendance; works evenings and/or weekend hours as required (with overtime eligibility); ability to travel as required.

Standard Functions:

- Responsible for locating underground utility lines for South Carolina 811 Program.
- Uses utility maps, as-built civil engineering drawings, G.I.S. information, and various pipe and electronic locating equipment
- Utilizes stakes, flags, and/or paint to mark the location of underground utilities
- Prepares various reports, forms and memos to document work completed, problems encountered and/or resolved
- Updates South Carolina 811 Program related records
- Verifies field information and notifies the designated City Departments regarding updates and corrections
- Investigates excavation(s) which results in damage to underground utilities
- Provides support and backup to City staff
- Operates and maintains mechanical and electronic equipment
- Must be available to work varying schedules, overtime, and standby duty, as required

- Maintains regular attendance and punctuality
- Performs other duties of a similar nature or level

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS

- High School Diploma or G.E.D., and two years of directly related maintenance or utility locating experience; or, and equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Must possess a valid SC Driver's License.
- Within six (6) months of employment: First Aid/CPR Certificate

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Knows and understands utility locate practices and procedures.
- Reads and interprets utility maps and as-built civil engineering drawings
- Knows and understands GIS and GPS.
- Locates underground utilities using multiple methods of locating
- Operates and maintains electronic equipment used in locating underground utilities
- Uses a computer and related software
- Understands and follows written and oral instructions
- Maintains small to medium sized equipment and trucks
- Completes paperwork and documentation
- Communicates and uses interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction.
- Works independently with little direction
- Meets schedules and timelines
- Responds to emergency situations and be on an on-call status regularly
- Must be able to respond to Seneca City limits within 30 minutes, day or night, under normal driving conditions
- Maintains records and reports related to work performed
- Observes legal and defensive driving practices
- Understands and communicates with SC 811 Locate Center.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands and work environment described is representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- Work is performed in the out-of-doors; the employee is regularly exposed to all-weather condition at all time of the day and night.
- The employee is often exposed to precarious places such as within road traffic (intersections and travel lanes); working close to heavy construction equipment; areas dusty and poor visibility.
- Hand-eye coordination is needed to operate equipment, and computers.
- The employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; smell, talk or hear.
- The employee is required frequently to lift and/or move up to 50 pounds; 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.

- The employee occasionally works in hazardous conditions and is maybe exposed to moving mechanical parts, extreme temperatures, inadequate lighting, intense noises and travel, workspace restriction, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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.