

ENGINEERING UTILITIES **LOCATOR**



DEPARTMENT:	Public Works - Engineering
REPORTS TO:	City Engineer
DIRECTLY SUPERVISES:	None
BARGAINING UNIT:	Teamsters 160
DATE APPROVED:	1-14-2005

SUMMARY:

Locate and mark all City owned and privately owned underground and above-ground utilities; inspect and record sanitary, storm, water, and electric service connections to the City systems; inspect and monitor break pavement permits; recommend acceptance for compliance to final break pavement permits.

ESSENTIAL FUNCTIONS OF THE JOB:

- Inspect and draw foundation of house or commercial business and any sanitary, storm, water, and electric service connection put underground
- Review site plans and make recommendations to City Engineer for approval
- Assist all departments in locating and measuring to determine utility locations for engineering records
- Inspect break pavement permits for compliance
- Draft and finalize letters to be sent to property owners for any sewer and water disconnects
- Make copies of plans, maps, and other records for the department and the general public
- Cover office when needed including answering the telephone, etc.
- Inspect contractors work for compliance with applicable regulations
- Order materials for daily use in job
- Call in locates to Gopher State One Call before digging
- On-call 24 hours per day, seven (7) days per week by Gopher State One Call for any emergencies relating to utility work in the City of Winona

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- High School diploma or GED
- Construction inspection experience
- Locator training school
- Computer experience in Excel
- Ability to read construction plans, site plans, and utility plans
- Ability to use different methods and devices to locate utilities

LANGUAGE SKILLS:

- Ability to prepare reports and correspondence
- Ability to give verbal presentations and speeches
- Ability to read and interpret documents and procedural manuals
- Ability to communicate with others either by speech or sign language
- Ability to read plans and transfer information to a location in the field
- Ability to interpret the technical information and present it to the general public

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions, and decimals
- Ability to compute rates, ratios, and percentages
- Knowledge of Metric and Standard systems of measurements
- Ability to read scales and make measurements from plans

OTHER SKILLS AND ABILITIES:

- Considerable knowledge of methods, techniques, tools, materials, and equipment used in building construction
- Considerable skill in using computer programs, including Lotus and DOS
- Knowledge of civil engineering for construction of roads, etc.
- Use of electronic equipment used in locating underground utilities and some above-ground utilities
- Considerable knowledge of methods, techniques, tools, materials, and equipment used in road and utility construction
- Knowledge of geographical layout of the city streets, alleys, watermains, sanitary sewers, storm sewers, and electrical systems
- Considerable knowledge of the occupational hazards involved and the safety precautions necessary for the proper operations of heavy equipment

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License
- Commercial Driver's License desired

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 regularly stands; walks; talks or hears; uses hand to finger, handle or feel; stoops, kneels, crouches, or crawls; and reaches with hands and arms. Employee occasionally sits; climbs or balances; and tastes or smells.

While performing the duties of this job, the employee regularly lifts up to 10 pounds and occasionally lifts up to 100 pounds. Specific vision abilities required to perform this job are close vision; distance vision; color vision; peripheral vision; depth perception; and ability to 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.