

TITLE: Utility Locator

WS-ADM/5

DEPARTMENT: Water System-Administration, Fayette County

JOB SUMMARY: This position is responsible for locating underground water lines.

MAJOR DUTIES:

- o Accesses and prints Underground Protection Center locate tickets received.
- o Reviews and codes UPC tickets.
- o Locates and marks water lines.
- o Meets with contractors on the job-site as needed.
- o Closes tickets when location is marked.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of water main locations.
- o Knowledge of computers and job related software programs.
- o Knowledge of as-built water system plans.
- o Skill in the maintenance of required records.
- o Skill in locating and marking underground water lines.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Construction Inspector assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Underground Protection Center policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in the location of underground utilities. Inclement weather and heavy traffic contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to locate underground water lines. Success in this position contributes to the protection of water lines from damage.

PERSONAL CONTACTS: Contacts are typically with co-workers, contractors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors occasionally in cold or inclement weather. The employee may be exposed to noise, dirt, dust, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.