

# CITY OF REDWOOD CITY UTILITIES LOCATOR

## **DEFINITION**

Under General direction, locates and marks utilities according to standards, in conjunction with the Underground Service Alert (USA) program, prior to construction; and also provides utilities inspection services for construction. Utilities include: water, wastewater, storm, electrical, recycled water and all other city utilities.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Specialist or a Public Works Supervisor.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

1. Receive USA tickets and organize and prioritize USA tickets in a timely and productive manner and complete marking requests within the USA priority guidelines.
2. When assigned, duties include taking water samples for testing, investigate and resolve customer complaints, fireflow testing, and section-related duties. Water quality testing and fire flow test requests as needed. Calibration of colorimeter.
3. Train assigned personnel in the use of utility location equipment and USA standards and procedures.
4. Complete, record, and file all USA requests. Maintain and generate reports on work in progress and general construction operations.
5. Coordinate work with other City departments, divisions, sections and private utilities which may include both written and oral communications.
6. Read maps, block-book pages and plans, to determine the location of City-owned utilities and marking prior to construction.
7. Ensure that all-applicable USA standards, utility rules, codes and safety regulations are communicated and complied with.
8. Complete data assignments; data collection, performance measurements, track costs, time and materials.

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9. Update block book pages as needed after determining new or more accurate information as a result of marking assignments. Coordinate the inclusion of updates with other sections and Engineering to maintain accurate block books.
10. Perform Section related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Possess thorough knowledge of utility locating equipment and USA standards and procedures.

USA program's operating procedures for locating of utilities.

Estimating personnel, time, material, and equipment related to assigned duties.

Record keeping, daily reports, and collecting data related to assigned duties.

Proper operating techniques of a variety of vehicles, mechanical equipment, power tools, hand tools and related tools used in assigned duties.

Work zone safety, hazardous materials, and material safety data sheets that are associated with the work and proper safety precautions.

Cal-OSHA Safety codes and regulations, safety rules related to job duties and responsibilities.

Construction methods, principles and practices, properties of backfill, compaction, and construction materials as per engineering standards.

Layout of city and location of all utilities and related facilities and USA protocol for utility identification process.

Symbols and terminology used in engineering plans and other descriptive materials related to utilities system facilities.

Water sampling techniques, fire-flow testing procedures, and calibration of colorimeter. Proper use and maintenance of utility locating equipment.

Read maps, block book pages, and plans to determine the location of utilities.

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**Ability to:**

Oversee the work of assigned personnel and provide training and lead direction.

Plan, prioritize, schedule, coordinate, and estimate job requirements.

Prepare and maintain work records and all work related paperwork; prepare reports.

Skillfully operate and maintain a variety of types of equipment, hand tools, mechanical equipment, power tools and other equipment required for job in a safe and efficient manner.

Operate and maintain a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of supervision. Coordinate and prioritize assignments with minimal direction.

Read and interpret utilities block books, construction drawings, maps and blueprints.

Work safely in accordance of safety standards, codes and regulations (see specific section requirements).

Communicate clearly and concisely, both orally and in writing with others and establish cooperative and effective customer relations and good working relationships.

Review and update work standards.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking or standing for extended periods of time; climbing ladders to gain access to manholes and vaults, and operating assigned equipment and vehicles.

**EXPERIENCE AND EDUCATION**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years similar to that of a Consumer Service Technician or Public Works Maintenance Worker II in the City of Redwood City. Experience

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in the operation of utility locating equipment, construction and installation of underground utilities and utilities locating techniques.

**Education:**

Equivalent to the completion of the 12<sup>th</sup> grade supplemented by construction trade courses related to the installation and maintenance of sewer and storm drain systems and water mains and services.

**License or Certificate:**

- Possession of a valid California Class "C" driver's license.
- Possession of an AWWA Grade I Water Distribution Certificate within two years of appointment.
- Possession of Association Grade I Wastewater Collection certificate within two years of appointment.
- Possession of Certificate of Completion of USA marking course protocol within 30 days of appointment.
- Possession of Certificate in Confined Space.

**Working Conditions:**

Exposure to heavy traffic conditions; some office and construction site exposure; exposure to dust, noise, and inclement weather; exposure to high voltage cables, heights; some climbing, bending, moderate to heavy lifting and inspecting in confined areas; work around construction equipment.

**Effective Date:** July, 2001

**Bargaining Group:** Service Employees' International Union - Local 715