



UTILITIES INSPECTOR / LOCATOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under the general direction, performs the full array of duties including locating and marking utilities according to standards, in conjunction with the Underground Service Alert (USA) program, prior to construction. Inspections related to all public works utilities, demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Utilities Inspector/Locator position is an advanced journey/lead class in the Water division. Incumbents frequently work independently in inspecting and performing locating and markings related to all public works utility systems and perform lead supervisory duties, including assisting in the planning, assigning, and evaluation of the work of subordinates, giving recommendations on discipline, and providing training. This classification differs from the next higher classification of Water Operations and Water Quality Supervisors in that the latter has full supervisory responsibility for maintenance crews in the Water program.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Water Operations and Water Quality Supervisors. Exercises functional, technical, and lead supervision over assigned staff, as required.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Receive USA tickets for all public works utilities (Water, Sewer, Storm, and Electrical) through the USA-North electronic ticketing system. Organize and prioritize USA tickets in a timely and productive manner and complete marking requests within the USA priority guidelines;
- When assigned, duties include plan checks, final inspections on commercial, residential, and capital improvement projects, investigate and resolve customer complaints, fire flow testing, backflow testing, collecting water samples for testing, and lead worker related duties. Water quality investigation, backflow testing, and fire flow test requests as needed. Calibration of equipment;
- Train assigned personnel in the use of utility location equipment and USA standards and procedures;
- Complete, record, and file all USA requests. Maintain and generate reports on work in progress and general construction operations;
- Coordinate work with other City departments, divisions, sections and private utilities which may include both written and oral communications;
- Read maps, block-book pages and plans, to determine the location of City-owned utilities and marking prior to construction;
- Ensure that all-applicable USA standards, utility rules, codes and safety regulations are communicated and complied with;

- Complete data assignments; data collection, performance measurements, track costs, time, and materials;
- Responds to questions, concerns, and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations and City ordinances; establishes and maintains a customer service orientation within the work unit;
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials, and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate;
- Establishes positive working relationships with representatives of community organizations, state / local agencies, City management and staff, including the public;
- Respond to after-hours emergency call-outs and perform in the standby duty program;
- Performs other duties as assigned.

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 GIS, engineering plans, and other descriptive materials related to utilities system facilities;
- Water sampling techniques, backflow device testing, fire-flow testing procedures, and calibration of colorimeter. Proper use and maintenance of utility locating equipment;
- Read maps, GIS, block book pages, and plans to determine the location of utilities.

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;
- Use of a personal computer, handheld computer, or GPS receiver and related software applications;
- 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, GIS, construction drawings, maps and blueprints;
- Work safely in accordance of safety standards, codes and regulations;
- 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.

Skill to:

Safely and effectively operate a variety of vehicles, construction equipment and power and hand tools used in the utility systems. Operate an office computer; input work order data in the database correctly; manipulate SCADA system to respond to and acknowledge alarms.

Education and Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Utilities Inspector/Locator would be qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of two years of responsible Public Works maintenance experience, similar to that of a Water Maintenance Worker in the City of Burlingame, and a high school diploma or equivalent.

License and Certifications:

Possession of a valid California Class “C” Driver’s License.

Possession of a DHS Grade D2 Distribution certificate. Within 24 months of employment, obtain a DHS T1 certificate, Cross Connection Control Specialist certificate, CWEA Grade 1, and Certificate of Completion of USA marking course protocol.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk on level and slippery surfaces, kneel, bend, crouch, squat, stoop, reach, grasp and make repetitive hand movements, crawl, twist, climb, push, pull and lift 90 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and hazardous materials.