



Title: Utility Locator I

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide semi-skilled work associated with locating and marking City utility lines in order to minimize accidental damage or disruption of service due to construction activities. This is accomplished by daily locating, tracing and marking of the City of Peoria Water Production System, Wastewater Collection System, Reclaimed Water System and Storm Water System. Other duties may include completing related tasks as assigned. Shift work, weekends, holidays, standby duty, and call-back duty may be required.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Locates and marks underground utility lines in accordance with state statutes regulated by the Arizona Corporation Commission. Reads maps, as-builts and blue prints; marks accurate locations with stakes, flags and/or paint; coordinates changes and corrections.
2	L	Meets with property owners, contractors, and developers to assist in locating utilities and to explain service locations and responsibilities.
3	H	Assists with emergency situations such as system breaks; locates affected areas and erects safety barricades.
4	M	Investigates and prepares detailed written documentation on excavation which results in damage to underground utilities.
5	H	Performs water shut downs for internal and external customers.
6	S	Plans and documents work using computerized maintenance management system; prepares and maintains a variety of reports.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school graduation or equivalency .
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	A main requirement of the job is physical labor. Forces exerted are equivalent to lifting more than 50 pounds. The need for physical stamina and endurance is extremely significant. The degree of physical strain produced on the job is high. It results in considerable fatigue and requires periods of rest. Work could require very fine dexterity and extreme muscular control, involving various body postures.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of explaining routine and non-routine business matters including how information was collected or processed or to correct a breakdown in the flow of information. Contacts are frequently with other departments. Work involves infrequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an infrequent requirement to communicate information that people do not want to hear or find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a limited impact on the organization. Errors are usually detected by the organization. Errors are usually detected by a systematic verification and review. Errors may result in some work flow disruption, repetition of work or have limited impact on resources within a department.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Two (2) Arizona Department of Environmental Quality Certifications (ADEQ) Grade 1 within 6 months of hire. Valid Arizona Class "D" Drivers License at time of hire.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “H”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, in field
Sitting	O	Desk work, meetings, driving, operating equipment
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files, equipment
Carrying	O	Supplies, files, equipment
Pushing/Pulling	O	File drawers, tables and chairs, equipment/tools, hoses
Reaching	O	For supplies, for files, for equipment/tools
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, tools/equipment
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	F	From computer to telephone, getting inside vehicle, operating equipment
Climbing	F	Stairs, ladders, onto equipment
Balancing	F	On ladders, on equipment
Vision	C	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving, operating heavy equipment
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, laptop, Microsoft Office, Internet, Permalog, and Odalog 3, Hansen, Granite XP, GIS, GPS, vehicles, manhole hooks, camera, leak loggers monitor, sewer gas monitor, backhoes, front-end loaders, tractors, crew trucks.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never	
-Health and Safety Factors-						-Environmental Factors-					
Mechanical Hazards					C	Respiratory Hazards					W
Chemical Hazards					C	Extreme Temperatures					S
Electrical Hazards					C	Noise and Vibration					D
Fire Hazards					F	Wetness/Humidity					S
Explosives					R	Physical Hazards					D
Communicable Diseases					O						
Physical Danger or Abuse					C						
Other: Traffic											

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat, safety vest, safety footwear, gloves, safety glasses, ear protection.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			O
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			O
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			