

Job Title: Underground Asset Locator
Organization: Avon Lake Regional Water
Immediate Supervisor: Engineering Services Manager
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under the direction of the Engineering Services Manager, carries out all work activities as related to the Ohio Utilities Protection Service (O.U.P.S.) program. Takes all required field measurements and photographs and updates all databases/records as needed for asset management of critical facilities. Due to the importance of response time for emergency locates, the Underground Asset Locator must be able to respond by telephone to a work call within 15 minutes from the receipt of said call.

GENERAL QUALIFICATIONS:

1. Associate's Degree or high school diploma with sufficient relevant qualifications and experience.
2. Possession of a valid driver's license with an acceptable driving record.
3. Prefer One (1) year of experience in reading/interpretation of atlases/plans related to public utilities.

SPECIFIC DUTIES

Under the limited direction of a supervisor, shall complete all tasks assigned.

1. Receive O.U.P.S. locate requests, prioritize locates, research relevant files, and mark all relevant underground utilities in an efficient and effective manner.
2. Update appropriate records and files based upon information learned in the field.
3. Maintain physical and electronic records and libraries in order to preserve and protect the information.
4. Collect and record information/data to support other organizational needs.
5. Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs and requirements of the job change.

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Read maps, plans, sketches, and plats.
2. Working knowledge of equipment used to locate and mark underground facilities.
3. Safely operate vehicles, and equipment/tools associated with the job.
4. Plan and prioritize work assignments and meet critical deadlines.
5. Make accurate and legible hand-drawn sketches/notes.
6. Maintain, update and record a variety of records.
7. Be innovative, organized, self-motivated, and able to multitask.
8. Learn new tools, software and processes as project needs dictate.
9. Follow written and oral instructions.
10. Communicate effectively, both orally and in writing.

Within the first year, the successful applicant should learn and have:

1. Broad knowledge of the geographical service area.
2. Working knowledge of water distribution and wastewater collection systems.
3. Knowledge of proper techniques in lifting and carrying materials.
4. Working skill in performing preventive maintenance on assigned tools and equipment.
5. Skills to perform required work using standard field safety practices.
6. Proficiency operating surveying equipment and software.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be in good physical condition.
2. Strong attention to detail to assure accuracy of location of underground infrastructure.
3. Basic reading, writing and math skills.
4. Ability to learn new technology: GIS Mapping System, GPS, etc.
5. Sufficient clarity of hearing which permits the employee to discern verbal instructions and emergency and warning systems including backup alarms.
6. Sufficient visual acuity which permits the employee to comprehend written work instructions and operate in a physical work environment.
7. Sufficient manual dexterity which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment.
8. Sufficient body flexibilities, stamina and balance to perform field operations requiring bending, stooping, twisting, reaching, kneeling, climbing, working and standing for extended time periods.
9. Must be able to work outside in extreme/adverse weather conditions at all hours of the day.
10. Must work overtime as needed.