

MAJOR FUNCTION

This is advanced and technically skilled work in the field locating and marking of gas, water, sewer and electric utilities appurtenances. The work involves supervising and coordinating the work and directs a staff of technicians who locate gas, electric, sewer and water utility lines, mains, and services for construction workers and for damage prevention. Work involves the use of laptop computers for electronic mapping review and map books. Work is performed in accordance with established policies and procedures under the general supervision of Damage Prevention Coordinator. The incumbent is expected to exercise independent judgment, and initiative in the performance of work tasks. Work is reviewed through conferences, inspections and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties**

Reviews redline submittals of changes to GIS. Investigates, miss marked and damaged utilities. Conducts onsite reviews for quality control of completed locates. Uses special electronic devices to locate utility services, taps, mains, valves, manholes, and duct banks for other City utilities or excavators who plan to dig in the public right-of-way or easements where the City's utility facilities are located. Works with surveyors, who are designing projects for future construction, to locate existing City utilities for proper plan preparation. Marks the location of utility taps for builders and plumbers to connect residential or commercial service lines to City utility lines. Coordinates with contractors, other utility areas, surveyors, and engineers, to locate utilities, aiding in their design and resolving conflicts regarding their location. Maintains supply inventory and insures that vehicles are maintained. Performs related work as required. Recommends the hiring, advancement, transfer, grievance resolution, discipline and dismissal of assigned employees. Completes performance planning and evaluation forms and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Recommends development and training opportunities for supervised staff and coordinates staff's attendance at same to insure uninterrupted work flow. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of geographic information systems. Knowledge of regulations relating to the construction and maintenance of gas, electric, sewer and water systems. Knowledge of many types of pipe location devices to include both inductive and conductive systems. Knowledge of the American Public Works Association (APWA) universal location and marking code. Knowledge of standard plumbing practices. Knowledge of OSHA safety practices for making locations and as necessary in heavy traffic areas. Knowledge of Chapter 556, Florida Statutes. Ability to work from and interpret construction plans and field notes. Ability to make accurate, neat and legible representations. Ability to prepare and maintain a variety of reports and records. Ability to communicate effectively, orally and in writing. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships as necessitated by the work. Skills in the operation of electronic location equipment. Skill in the use of personal computers and the programs and applications necessary for successful job performance. Ability to establish and maintain effective working relationships, as necessitated by the work. Ability to supervise subordinates in a manner conducive to full performance and high morale.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes the maintenance, operation, or construction of utility systems; or two years of

technical experience that includes work in two of the following areas: Geographical Information System/Global Positioning System (GIS/GPS), locating underground utilities, and utility mapping. One year of supervisory experience is also required.

Necessary Special Requirements

Incumbents of designated positions must possess a valid Class E State Driver's License at the time of appointment.

Established: 03-15-17
08-27-18