



City of Klamath Falls

Position Description

Position: Utility Locate Specialist	Group: AFSCME
Department/Div.: Public Works/Water Distribution	FLSA: Non-Exempt/Represented
Evaluated by: Water Distribution Manager	Salary Grade: 113

Summary

This is a skilled position with the primary responsibility of locating and marking City underground utilities, as well as installing, servicing, operating, repairing, and maintaining the City’s water and wastewater infrastructure. The person in this position must demonstrate a high degree of responsibility and accomplish assigned tasks independently with minimal supervision. All locating must conform to ORS Chapter 757, OAR Chapter 952 Division 1; OSHA Rule 1926.651; and any other applicable federal, state, and/or local regulations. Work is performed in accordance with procedures outlined by the Water Distribution Manager and/or Water Distribution Supervisor. The position will have concurrent responsibilities as a member of the Water Distribution staff when not executing the primary job functions of Utility Locate Specialist. This position may entail some shift work, weekends, or holidays as assigned.

Distinguishing Career Features

The Utility Locate Specialist performs duties that require compliance with several federal, state, and/or local mandates. Advancement to this position requires certifications listed in the qualifications section below.

Essential Duties and Responsibilities

- Completes locates of all City infrastructure on a daily basis including water lines, sewer lines, storm water lines and geothermal lines
- Responds to all underground utility locate requests, marking where work will be performed by the City
- Marks where City utility lines are located for other companies or private parties when an excavation is to be performed
- Maintains all underground utility locate marks on City excavation sites
- Maintains all records pertaining to underground utility locate requests and completed locates
- Evaluates water service lines and meter settings
- Measures and maps utility service lines and meters
- Fills in as needed for the Water Distribution and/or Wastewater Collections work crew

- As assigned by the Water Distribution Manager, Water Distribution Supervisor, Wastewater Systems Manager or Wastewater Collections Supervisor; and under the direct supervision of State-certified Water Distribution and/or Wastewater Collections Operators will perform the various tasks required of a Water Distribution Operator I and/or Wastewater Collections Operator I
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires knowledge of applicable federal, state, and/or local regulations and skills to perform the duties while maintaining compliance of all applicable mandates. Requires knowledge of City Codes, resolutions, and policies. Requires skills to safely operate tools and equipment utilized in the underground utility locating process; including metal detectors and ground penetrating radar. Requires knowledge of occupational hazards and safe work methods. Requires sufficient language and writing skill to prepare detailed technical documentation of activity. Requires sufficient math skill to record data perform math and statistical computations. Requires knowledge and skills to work with computer systems and applicable software programs. Requires sufficient human relations skill to convey technical concepts to others. Requires excellent human relations skill to maintain harmony in a work setting and deal with customers in a way that reflects positively on the City.

▪ **Abilities**

Requires the ability to carry out the essential functions of the position. Requires ability to demonstrate a high degree of responsibility and accomplish assigned tasks independently with minimal supervision. Requires the ability to use of tools, power equipment, and specialized process-related equipment. Requires the ability to employ safe work habits. Requires the ability to work varying shifts.

▪ **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on a continuous basis, pushing, pulling, guiding over 50 pounds on an infrequent basis. Requires the ability to stoop, kneel, and crouch to place and move work objects. Requires the ability to perform full arm extension and movement out and overhead. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information. Requires the ability to work on varying work shifts and in disagreeable work conditions that have septic and chemical exposure risks.

▪ **Education and Experience**

The position requires a High School diploma or General Equivalency Degree (GED) and six (6) months experience as a utility locator.

▪ **Licenses and Certificates**

State of Oregon Water Distribution Operator Grade Level I Certification or Wastewater Collections Operator Grade Level I Certification. Must be able to demonstrate through application all knowledge required to maintain the State of Oregon Water Distribution Operator Grade Level I or Wastewater Collections Operator Grade Level I Certification, as outlined by the State of Oregon Administrative Rules, Department of Environmental Quality. Must possess and maintain a valid Oregon driver's license at time of appointment and must obtain a Commercial Driver's License, Class B, with airbrake and tanker endorsements within six (6) months of hire date. Confined Space Entry and Traffic Control Flagger certifications.

- **Working Conditions**

Work is regularly performed outdoors where extensive safety considerations exist from physical labor, moving equipment, chemical reactions, septic situations, and exposure to wet and/or humid conditions and temperature, odor, and noise extremes.

- **Pre-Employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and fit-for-duty exam.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.