

City of Sallisaw Job Description

Job Title: Utility Locate Technician

Exempt (Y/N): No
Date: September 2022

Department: Building Development
Reports To: Building Development Director

SUMMARY:

The incumbent is responsible for the accurate, safe, and efficient locating of city underground utility infrastructure. Operates technical equipment, computers and other tools used in the mapping and locating of utilities. Assists in updating city utility maps.

**** This job is classified as a “safety sensitive” position, therefore an employee in this position is subject to random drug and/or alcohol testing. ****

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Interprets requests to locate underground utilities. Must be able to accurately and safely perform location requests in the prescribed time allowed following established laws and policies of the State of Oklahoma, OKIE811, and the City of Sallisaw.
2. Must have the ability to interpret utility maps and as-built drawings. Review proposed construction plans for needed locate work as needed.
3. Locate and accurately mark underground utilities using marking flags, paint or other means.
4. Document that each utility locate request has been completed within the required time frame. Complete and submit required paperwork, photos and other types of documentation that may be required.
5. If required, schedules, and attends field meetings with contractors, city departments or other public utility agencies to discuss location of city utilities.
6. Interacts with utility customers and contractors while handling problems or answering questions related to line locations.
7. Assists in the mapping of newly installed, or modified, city owned utilities, including, but not limited to, water, sewer, electric and fiber. Works closely with the city mapping technician.
8. Ability to work safely around electrical lines and to safely access electrical cabinets as needed.

9. Utilizes various city computer programs and electronic equipment to aide in locating duties.
10. Employee must be able to work outside of regularly scheduled hours in order to complete assigned responsibilities and tasks. Must be able to answer requests for emergency locates, both during and after normal work hours, possibly during late hours of the night. May be required to be on call during nights and/or weekends.
11. Attend classes/conferences/refresher training associated with job tasks.
12. During periods of low locate requests, may assist with code related enforcement tasks.
13. Appear for scheduled work with regular, reliable, and punctual attendance
14. Performs other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Documented working experience with, or ability to learn, Microsoft Office 365 and/or other applications associated with general city governments; experience with AutoCAD or other types of mapping programs is a plus, but not required.

Must possess a valid Oklahoma driver's license.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Two years of technical experience working with computers or other electronic equipment, or, experience in working with city utility services or other related tasks. A minimum of a two-year AA degree is preferred, but not required.

Computer networking experience shall consist of experience with application software and personal computers, laptops, printers, and other standard office equipment.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to communicate clearly and concisely, orally and in writing; ability to effectively respond to questions. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

INTERNAL AND EXTERNAL COMMUNICATIONS:

Communication with other city departments, engineers, architects, public and/or surveyors either in person, by phone or other electronic communication may be necessary. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rates, ratios, and percentages.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

Must be able to bend, climb and squat to perform duties. Must be able to lift, push, pull and carry objects weighing up to 50 pounds. Must have dexterity with fingers and hands to operate hand tools and small equipment. Must be able to see and distinguish colors and color tones: in order to effectively read diagrams and As-builts. Hearing and vision must be satisfactory to the degree that duties may be performed effectively and safely. Maintain physical condition necessary for walking and standing for prolonged periods of time. May be subject to uncomfortable working conditions such as inclement weather, high weeds, mud, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires the ability to work in outside environments in all types of conditions; ability to travel to different sites and locations as required.

The noise level in this work environment is usually moderate.

** A pre-employment drug test is required.

Approved:  _____ Date: 10/20/2022

City Manager

Date Modified: 9/1/2022; 10/11/2022, 10/13/2022