



## JOB DESCRIPTION

### Line Locator

Date Prepared: August, 2017

**SUMMARY:** Under general supervision, locates underground pipelines and water facilities within the City's Water District; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** - Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Receive and prioritize dig tickets and emergency tickets.
- Contact field staff to determine the needs for specific projects.
- Meet with the supervisor, field crews, and/or contractors to discuss projects.
- Locate underground water and sewer facilities.
- Make field notes and maps of the water system.
- Review maps and other areas that require markings utilizing a variety of equipment.
- Mark offsets, stakes, and feathers areas, as needed.
- Assist in updating the Water Atlas Map.
- Perform routine maintenance on the assigned truck for field work.
- Service and maintain a variety of equipment.
- Maintain confidentiality of work-related issues and City information.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND two years as a utility line locator; OR three years water distribution systems experience; OR an equivalent combination of education, training, and experience; a Water Distribution 1 certificate may substitute for 1 year of water distribution experience.

##### Knowledge of:

- City policies and procedures.
- Water distribution systems.
- Underground utility construction.
- Water Atlas Map.
- OSHA requirements.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Reading and interpreting maps.
- Using various hand and power tools and specialized equipment.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with supervisors, employees, contractors, external public agencies, utility agencies, and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- California Water Distribution Operator 1 certification or the ability to obtain within one year.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 100 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

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Department Head

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Date

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Personnel Officer

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Date