

LOCATION SPECIALIST

Definition:

Under general supervision, locates underground City facilities including but not limited to water lines, sewer lines, street light conduits and cables, storm drains and traffic signal loops; administers the field leak detection program and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Verifies location of system components.

Provides updated and corrected data on underground facilities.

Assists field crews with the location of leaks.

Assists in planning and implementing leak detection programs and follow-up programs.

Interacts with public utility representatives and private contractors.

Writes reports and prepares maps.

Operates a variety of tools and equipment related to location duties.

Maintains a variety of work history and other files.

Drives a vehicle on City business.

Lifts and moves location tools and equipment.

Operates a personal computer.

May direct individuals or crews as assigned.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Class Characteristics:

The Location Specialist is a single incumbent position in the Maintenance Services Department with duties related specifically to locating underground City facilities.

Contacts and Relationships:

The Location Specialist has substantial contact with the public regarding utility line location. Other contact is established and maintained with Maintenance Services Department staff and employees in other City departments and contractors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Detection equipment and methods.

Contract administration as it relates to areas assigned.

Applicable health/safety codes and requirements.

Safety precautions and practices necessary when working with hand and power equipment.

Safety principles regarding public streets, traffic control and rights of way.

Basic math.

Computer applications as they relate to area assigned.

Ability to:

Read and interpret maps, blueprints, plans and specifications.

Plan and organize work.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Operate job related equipment.

Maintain records and logs of activity and prepare reports.

Understand and carry out oral and written directions.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Direct a small crew.

Use a personal computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

Three years of responsible experience in a related trade to include one year of lead worker level experience and some contract administration experience.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to damp and wet conditions. The incumbent stands and walks on level and uneven/slippery surfaces, kneels, crouches, climbs ladders and inclines, twists, bends, pushes, pulls, reaches, grasps, lifts and carries items weighing 50 pounds or less and operates hand and power tools. The Location Specialist drives a vehicle on City business. The incumbent may be exposed to extreme noise, vehicular traffic, solvents, chemicals, dust and fumes. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. The Location Specialist must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed. This position requires sufficient color vision for identification of underground facilities.

Special Requirements:

Valid and appropriate California driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to include call out to accommodate City needs.

Other:

Water Distribution Certificate, Grade I, as issued by the State of California is desirable.

Fair Labor Standards Act Designation: Non-exempt.

Revised November 2000