



## JOB DESCRIPTION

### Lead Line Locator

Date Prepared: July, 2022

**SUMMARY:** Under general supervision, leads the efforts that encompass all aspects associated with the identification and location of water, sewer, and storm drain facilities and other underground City infrastructure; 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:

- Lead field staff in determining the best methods and technology required to accurately locate and mark underground pipelines (water, sewer, storm drain, etc.) and other City infrastructure.
- Perform more complex line locating duties.
- Receive, prioritize, and assign daily and emergency dig tickets.
- Contact field and/or engineering staff (or requesting party) to determine the needs for specific projects.
- Act as the primary liaison to coordinate and attend meetings with supervisors, field crews, and/or contractors to discuss projects.
- Review and assess areas that require markings utilizing a variety of equipment and technology.
- Locate underground water, sewer, and storm drain facilities.
- Mark offsets utilizing stakes and feathers as needed.
- Make field notes and maps of the actual locations of water, sewer, and storm drain systems.
- Stay apprised and make recommendations for new and improved technologies within the industry.
- Perform research to locate and identify plans, as-builts, field notes, and/or electronic data likely to provide the most accurate, reliable, and trustworthy information.
- Act in a lead capacity to communicate updates to the City's GIS Division.
- Participate in the preparation of the annual budget; prepare material lists for jobs or projects.
- Resolve customer and contractor issue or complaints.
- Perform a variety of customer service related duties.
- Instruct and oversee trainees and lower level staff in the proper performance of duties.
- May participate in emergency call duty on a rotation basis.
- Service and maintain a variety of equipment.

## **MINIMUM QUALIFICATIONS:**

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

High school diploma OR GED equivalent AND four years of relevant private or municipal utility industry experience that involved utility line locating responsibilities; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- City policies and procedures.
- Tools and equipment used in the location of underground pipeline and utility infrastructure.
- Operation, care, and servicing of line location equipment.
- Safety procedures and precautions used in the water service industry.
- Geography of the City, and Water District service area.
- Water distribution systems.
- Underground utility construction.
- Water GIS Mapping systems.
- OSHA requirements.

### **Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Leading the work of the line location crew.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Reading and interpreting maps.
- Proficiency in utilizing GIS and CMMS systems such as SEDARU.
- 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 public.
- Effectively presenting instructions and information in writing and verbally to subordinates, coworkers, the general public, and outside agencies.
- 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.
- Must possess a California Water Distribution Operator 1 certification.

## **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.

\_\_\_\_\_  
Department Head \_\_\_\_\_ Date

\_\_\_\_\_  
Personnel Officer \_\_\_\_\_ Date