

Widefield Water & Sanitation District
Water and Wastewater Utility Locator and Inspector

Job Title: Water and Wastewater Utility Locator and Inspector
Department: Water and Wastewater
Reports To: Water and Wastewater Managers
FLSA Status: Non-exempt
Approved By: Lucas Hale, District Manager
Prepared Date: 9/2024
Salary Grade: Grade 10/ Salary: \$61,352.00 to \$84,190.00
Status: Active

SUMMARY:

Performs locating and maintaining of Water & Sewer utilities/facilities throughout the District. Identifying the location for all utilities helps protect the District's assets from damage during excavations, utility pot-holing and directional boring projects. This position reports to the Water and Wastewater Managers and will locate and inspect water & wastewater utilities/facilities throughout the District. The utility locator is the contact person responsible for providing information to District employees, contractors, other utility companies, and homeowners regarding the District's policies and procedures as well as underground construction standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES UNDER DIRECT GUIDANCE:

1. Identifies and marks underground utility lines to prevent damage during construction projects and service locates to mitigate the risk of damage to District assets or injury.
2. Drives a company vehicle to work sites daily.
3. Hooks up electronic locating equipment to Water & Sewer lines to trace and mark service lines for contractors, citizens, and other District departments to protect District assets from damage.
4. Meets with contractors when potholing for utilities so they can locate them safely, as well as stand-by during bore crossings to verify clearances.
5. Observes the crossing of District utilities during construction projects when necessary.
6. Updates current and identifies Water & Wastewater lines that are not in the mapping system. Once identified, add them to the GIS system in order to protect the District's assets and infrastructure.
7. Under general supervision, the inspector is responsible for: inspection of construction projects to ensure quality workmanship and construction practices; and that work is completed in compliance with District plans, specifications, rules, regulations, and codes.
8. Provides project inspection services to interpret, explain, and enforce District standards, specifications, and plans; accepts proper construction and rejects or requires replacement of defective work or materials; provides daily documentation of project work activity, equipment, and workforce for District projects.
9. Measures and records completed work and participates in meetings with contractors; coordinates construction requirements with contractors, project engineers, and utility companies; performs annual

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project reinspection to determine warranty repair requirements; provides information to developers, contractors, or interested parties; collects and provides data; reports verbally or in writing.

10. Analyze and solve problems; observe and interpret people and situations; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines.
11. Operates small tools such as a hammer, screwdriver, shovel etc.
12. Documents all work performed as required.
13. Reads and interprets documents such as District Rules and Regulations, safety manual and procedures, operating and maintenance instructions, any other SOP's and procedures manuals.
14. Writes routine reports, correspondence and other paperwork as required.
15. Conducts utility locating activities at construction sites.
16. Conducts utility inspections at construction sites.
17. Utilizes specialized equipment to accurately locate and mark underground utilities.
18. Read and interpret blueprints to determine the location of utility lines.
19. Compiles and organizes historical data for facility logs.
20. Prepares work orders for work as needed.
21. Coordinates work with other departments.
22. Notifies appropriate staff and management of changes or issues.
23. Follows District safety and industry standards.
24. This position may be required to be on-call on a rotating basis with a 30-minute response time.
25. Must respond to and for emergencies and must have the ability to respond within 30 minutes.
26. Performs Customer Service Requests.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

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, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); One to two years of experience in locating Water & Sewer facilities and infrastructure. One to two years of demonstrated experience and/or training; or equivalent combination of education and experience in water and/or wastewater related field or

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construction may be considered. One to two years of previous experience utilizing locating equipment. At least two years' experience (preferred) performing construction inspections of water & wastewater utilities for a public jurisdiction or consulting engineering firm.

Knowledge of principles and practices related to the construction of water and sewer lines, and related appurtenances. Experience in latest construction principles, practices, techniques materials, codes policies, procedures and laws. Experience in traffic control, welding inspection, and fundamentals of field survey, Public Works construction inspection and contract administration. Thorough understanding of, and ability to follow pertinent federal, state, and local laws, codes, and regulations.

Experience using GIS and GPS mapping and the ability to identify lines that are not in the mapping system. General knowledge of directional boring preferred. Proficient computer skills including Microsoft Office and GIS/GPS mapping programs. Ability to operate specialized equipment to include, but not limited to, electronics, locating equipment, metal detectors, and GPS unit for collection points.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to conduct detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER QUALIFICATIONS:

Familiarity and experience with basic electrical and mechanical skills preferred.

OTHER SKILLS AND ABILITIES:

Proven customer service skills and the ability to work productively with minimal direct supervision. Excellent communications skills (both written and verbal) are essential. This position works closely with customers, contractors, developers, and other District departments.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Colorado Driver's license and be insurable under District's standards. Must obtain CPR/First Aid Certification within the first six (6) months of employment. Must obtain both a Colorado Water Distribution Class 1 Certification and Wastewater Collections Class 1 Certification within 6 months of date of employment. Employee should obtain both a Colorado Water Distribution Class 2 and Wastewater Collections Class 2 within 18 months of the date of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk, may be required to occasionally stand on concrete; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to

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100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. Required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures for inspection purposes.

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.

Dangerous to considerable hazards reflect a frequent exposure to conditions that are unpredictable and may lead to injury, e.g., confined space, open trench, working on different construction sites or other sites with heavy and moving equipment, noise, high-volume traffic, or all of the above. Performing field activities on un-level, rocky and slippery surfaces. Many of the District's Water & Wastewater lines are underneath pavement and in busy streets, intersections, and highways putting the utility locator at risk of injury because of inattentive and distracted drivers. Exposure to all weather conditions could result in injury due to a slip, trip, or fall.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to loud.

CAREER PATH:

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.