



OB ANNOUNCEMENT
CITY OF TROY, AL
EXTERNAL

CLASSIFICATION TITLE: Utilities Line Locator – Utilities Water Department

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 07/02/2020

CLOSING DATE: 07/10/2020

PAY RATE: Skill Level 9

SUMMARY DESCRIPTION:

Under general supervision, this position is responsible for the locating of water, sewer and electric lines for the City of Troy; performs general inspections of water meters; works with other personnel with maintenance of electric and water meters, as needed. Assist AMI Coordinator with issues involving all metering; retrieves, compiles, reconciles and files information on all 811 work orders; and performs related duties upon request.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- A **Planning** - Analyzes current line locating methods in relation to improving both the method and the accuracy of locating. Participates with Management in the development of new procedures and equipment to improve locating process. Participates with Management to develop procedures to provide technical assistance to line locators and other personnel assisting in the process. Coordinates with Traffic Signal Technician on all of the above.
- B **Inspection** – Inspect the installation of water meters and water lines installed by contractors in subdivisions, commercial businesses and other location in the City. Assist in directing the work of contractors as necessary to insure compliance with city specifications and standards. Interpret plans and technical specifications related to the installation of water meters, water lines and gravity sewer. Assist with progress, workmanship, and character of the construction work, and inspections work at all stages to ensure City specifications are met or exceeded.
- C **Maintenance** - Troubleshoots issues with water meter malfunctions or concerns with their operation. Works with meter reader supervisor, AMI Coordinator, AMI Technician, and billing department to make sure that all water accounts have been collected and are correct before billing. Request support and assistance when necessary to conduct repairs or maintenance on water meters.
- D **Reporting** - Completes and maintains all Alabama One Call, 811 reports, and other forms as required. Works with the Survey/Mapping Technician to maintain drawings and records of any line locates that are not on City maps that include but are not limited to water, sewer and electric and other pertinent items.
- E **Identify/Locate** - Responds to Alabama One Call, 811, locate requests. Locates electrical, water and sewer lines as requested within time allowed. Also locates for Utility department as required. Trains other employees on locating equipment and techniques.

F General Services – Attends training classes as needed or required. Is available as necessary for after-hours responsibility or assistance and performs emergency line locates as requested by Alabama One Call or management. Supervises temporary/contract workers on special projects. Attends community functions promoting activities and objectives. Performs related duties upon request.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of concepts and principles of modern methods, materials, equipment and standards of locating underground utilities.
- Knowledge of electronic components and electrical code; traffic safety procedures, delineation with cones; computers and software used in traffic signal controllers.
- Skill in accurately sketching and recording field notes and computations.
- Knowledge of policies and operating procedures.
- Reading/comprehension skills to read and understand complex and technical material containing text, tables and formulae.
- Math skills to solve complex problems.
- Verbal skills to communicate with consulting engineers, technicians, employees and customers.
- Writing skills to develop plans and procedures.
- Supervisory skills to motivate, lead, and train subordinates.
- Ability to work flexible hours for on-call or emergency purposes.
- Ability to interpret plans, wiring diagrams, reports, maps, engineering drawings and similar material and carry out correct procedures.
- Ability to persuade and convince others of equal or higher rank by appealing to logic and reason.
- Ability to establish credibility in areas of expertise. Ability to work independently and achieve objectives.

MINIMUM QUALIFICATIONS

- A. Have education equivalent to High School diploma or GED, and additional specialized training and experience in water and sewer inspection, troubleshooting and maintenance. At least five years experience in the field of locating underground utilities.
- B. Valid Alabama Drivers License.
- C. Subsequent to job offer, applicant must submit to and pass a pre-employment physical and drug/alcohol screening.
- D. Subsequent to job offer, applicant is subject to satisfactory background check and MVR.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Ability to see well enough to read text, material, and tables. Ability to hear well enough to comprehend oral instructions in person or by telephone. Ability to write, draw, and manipulate equipment. Ability to lift 50 pounds. Body mobility to move about rough terrain and construction sites.
Supervisory Control
The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of skilled manual labor, clerical tasks, training, and occasional supervisor roles. The operation of equipment, environmental extremities, and ability to follow safety procedures contributes to the complexity of this position.
Scope & Effect
This classification performs at an advanced level. The incumbent in this position possess significant responsibilities and requires a significant level of specialized, technical and functional expertise. They are assigned the more complex or specialized work requiring significant exercise of independent judgment. They may provide technical and functional lead supervision and/or training to other subordinate positions. Success in this position results in greater efficiency, operation, and safety of the City of Troy's underground utilities locating process.
Personal Contacts
Contacts are typically with employees, co-workers, ALODT, contractors, and members of the general public.
Purpose of Contacts
Contacts are typically to resolve problems and provide services.
Work Environment
Work is performed in a truck, in a warehouse, and in the field exposing employee to high and low temperatures; dirt, dust and fumes, and in an outdoor environment with exposure to varying weather conditions; possibly bodily injury from moving mechanical parts of equipment, tools, machinery, or other vehicles in traffic situations. The incumbent's working conditions are typically moderately loud to very loud.
Supervision Exercised
Occasionally contractors or training employees.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessment.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Human Resources
301 Charles W. Meeks Avenue
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.