Job Description

Job Title:	Utility Locator	Classification:	Classified
Department:	Public Works	Grade:	140
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs skilled work in locating sewer manholes, sewer mains, storm sewer lines, and storm sewer catch-basins; locates electrical lines and conduit for traffic control devices.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Locates electric lines and conduit, sewer manholes, mains, lines and catch-basins for routine requests prior to construction or digging.
2. Performs emergency utility location, as needed.
3. Opens and closes sewer manhole covers and stormwater catch-basin lids.
4. Uses metal detectors, picks, and shovels for exposing manhole covers and catch-basin lids.
5. Follows detailed instructions regarding utility location procedures and documentation of location service.
6. Operates equipment such as snow plow, vactor truck, and rodder truck, as needed.
7. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- May perform a variety of manual labor tasks with a maintenance crew, as needed.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Relevant traffic laws and regulations; occupational hazards and safety precautions for equipment such as sewer manholes, sewer mains, catch-basins, hand tools, and other equipment used in performing duties; principles, practices, methods, and materials used in construction, maintenance, and sewer cleaning; Microsoft Office Suite.

Skill in: Understanding detailed oral and written instructions from contractors, employees, and supervisors; establishing and maintaining effective working relationships with contractors, City employees, and the public; following detailed instructions provided internal and external utility providers; working in trenches and confined spaces; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Two years of light or medium construction and/or preventative maintenance on the City of Joplin's sanitary sewer and stormwater systems.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) with the Hazmat and Tanker Endorsements at the time of appointment.

Physical Demands Requirements and Working Conditions

This position works in both an office classification and in the field. Must possess mobility to work in and around City buildings and facilities; operate a motor vehicle and drive on city streets; stamina and mobility; vision to read printed materials, blueprints, and a computer screen; hearing and speech to communicate in-person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate necessary tools and equipment. The fieldwork requires walking in areas to perform investigations and identify problems or hazards. The position requires employees to bend, stoop, kneel, and reach when completing inspections. Must be able to lift, carry, push, and pull materials and objects weighing up to 100 pounds. Fieldwork may require exposure to unstable buildings, construction zones, both residential and commercial. Building and facility visits may require exposure to loud noise, cold and hot temperatures, heights, slick surfaces, mechanical, and electrical hazards.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Requires training and work in trenches and confined spaces.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	