

**MAJOR FUNCTION**

This is coordinative and technically skilled work in the field locating and marking of gas, water, and sewer mains, services, meters valves and electric utilities appurtenances. Work also involves researching maps, as-built drawings, tie records, and survey notes; and coordinating the resolution of problems. Work involves the use of hammerhead and laptop computers for electronic mapping review and map books. Work is performed in accordance with established policies and procedures under minimal oversight and general supervision of a superior. The incumbent is expected to exercise independent judgment, and initiative in the performance of work tasks. Work is reviewed through conferences, inspections and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Uses special electronic devices to locate utility services, taps, mains, valves, manholes, and ductbanks for other COT utilities or excavators who plan to dig in the public right-of-way or easements where the City's utility facilities are located. Works with surveyors, who are designing projects for future construction, to locate existing COT utilities for proper plan preparation. Marks the location of utility taps for builders and plumbers to connect residential or commercial service lines to City utility lines. Coordinates location schedule with builders, plumbers, and surveyors to resolve problems that they may encounter. Attends pre-construction conferences and meetings on FDOT, COT, and Leon County projects. Assists in obtaining state and local right-of-way placement permits. Assist in scheduling of workloads, routing of work orders, handling customer concerns, perform damage investigations, and review infrastructure defect submittals. Provide training to new employees to ensure proper development in locating City of Tallahassee utilities. Performs related work as required.

**Other Important Duties**

Maintains equipment and supplies. Coordinate adjustment of GIS assets with GIS division when needed. Performs other related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of engineering specifications and plans. Knowledge of regulations relating to the construction and maintenance of gas, electric, sewer and water systems. Knowledge of many types of pipe location devices to include both inductive and conductive systems. Knowledge of the American Public Works Association (APWA) universal location and marking code. Knowledge of standard plumbing practices. Knowledge of OSHA safety practices for making locations and as necessary in heavy traffic areas. Knowledge of Chapter 556, Florida Statutes. Ability to work from and interpret construction plans and field notes. Ability to make accurate, neat and legible representations. Ability to prepare and maintain a variety of reports and records. Ability to communicate effectively, orally and in writing. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships as necessitated by the work. Skills in the operation of electronic location equipment. Skill in the use of microcomputers and the programs and applications necessary for successful job performance. Ability to provide oversight and direction to staff providing similar duties in lower-level positions. Ability to problem solve, understand cause and effect relationships, develop process maps and perform root-cause analysis.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and seven years of experience that includes the maintenance, operation, or construction of utility systems; or four years of experience locating City of Tallahassee underground utility facilities.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment. (At the discretion of the department director the noted licensure may not be required).

Established: 06-17-22