

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Senior Facilities Location Technician
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GENERAL PURPOSE

Under direction, provides lead support and technical guidance to facilities location staff; locates and marks District underground facilities and substructures in compliance with District policies and mandated requirement; designs and lays out treatment plant pipelines and facilities installations from plan and profile drawings which includes locating District underground substructures; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Facilities Location Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform the more difficult and complex tasks and assignments. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities Location Manager. Exercises technical and functional direction over and provides training to lower-level staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Provides technical and functional supervision to assigned facilities location staff; reviews and controls quality of work; participates in performing routine to complex and specialized facilities location technician work; trains employees in work methods, use of tools and equipment, and relevant safety precautions.

- Plans, schedules, prioritizes, and assigns Underground Service Alerts (USA's) to facilities location technicians; provides technical support for facilities location staff; provides District asset protection by locating and marking underground facilities with highly sophisticated radio detection equipment, and as-built drawings for all proposed excavation.
- Designs and lays out treatment plant pipelines and facilities installations from plan and profile drawings which includes locating District underground substructures such as water lines, sewer force mains, gas lines, chlorine lines, sludge lines, fiber optics, communication lines, air lines, and high voltage power lines.
- Cross checks high-pressure gas lines mapping system against District mapping system to ensure the safety of District construction crews.
- Provides technical supervision in the field of independent contractors performing potholing and utility verification work.
- Investigates, reports and records damages to District facilities caused by external agencies or contractors; ensures proper pre-job markings are correct; verifies contractor or agency possesses a valid USA dig alert ticket.
- Assists field location operations by directing traffic and overseeing site safety.
- Locates and marks underground utilities in accordance with USA regulations; updates maps and databases adding underground services, as needed; advises District departments of map discrepancies.
- Researches file maps to gain information to accurately locate facilities; reviews for sub-structure location, size, and type of pipe.
- Locates water valves for maintenance and operation crews; performs leak detection and location in District pipelines.
- Provides documentation of all conflicts involving areas to be excavated to appropriate department; notifies USA when District crews are excavating; confers with representatives from engineering firms, developers, property owners, utilities, public work agencies, other governmental agencies, and/or contractors on technical matters to verify data, locate lines and coordinate work in the various stages.
- Maintains and updates department records, USA transactions, and files of engineering plans, including easements, improvements, and final maps.
- Responds to emergency call, as required.
- May assume office duties in supervisor's absence.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- USA system operations and requirements.
- Materials, practices and methods involved in the waterworks construction industry.
- Materials, equipment and tools used in maintaining water and sewer lines, meters, meter boxes, hydrants and related facilities.
- Mapping and as-built drawing techniques.
- Basic principles and practices of supporting technical civil engineering drafting and surveying programs.
- District geographic service area and boundaries/sub-agency boundaries and facilities and the location of underground facilities including lateral sewer connections and water service connections.
- Land survey methods and techniques to determine District easement and boundaries, facilities and properties.
- Mandated regulations and USA system and notification processes.
- District safety requirements and procedures.
- USA system and notification processes.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Read, analyze, document, evaluate and make recommendations on water and sewer facilities reports, service maps, engineering drawings, sketches, diagrams, specifications, land plats and other diagrams.
- Research, locate and mark facilities through the use of technology and/or manual methods.
- Accurately operate a variety of underground substructure locating equipment, land survey, and GIS equipment.
- Coordinate services with USA and ensure proper notifications.
- Lead safety meetings.
- Interpret survey staking and markup.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Follow and apply written and oral work instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of progressively responsible experience locating, inspecting or servicing sewer collection and/or water distribution systems.

Education:

- Equivalent to completion of the twelfth (12th) grade supplemented by specialized coursework or training in plumbing, pipefitting or mechanics.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District Vehicle Insurance Policy.

PHYSICAL DEMANDS

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

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a

motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Employees are subject to weekend and/or rotating shifts and 24-hour call out.

Eastern Municipal Water District
Job Title: Senior Facilities Location Technician
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Senior Facilities Location Technician. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____