

# **CITY OF CUMMING**

## **DEPARTMENT OF UTILITIES**

### **WATER DISTRIBUTION AND COLLECTION DIVISION**

#### **UTILITY LOCATOR**

#### **GENERAL NATURE OF WORK**

This is technical work mainly involving the locating of water, sewer, and storm water lines within the City's Water and Service Area. Also includes technical work regarding the GPS Coordinates for mapping utility locates, ordinance enforcement, and UPC compliance. Duties are performed under the limited supervision of the Technical Services Supervisor.

#### **EXAMPLES OF WORK**

- Maintains accurate records of locates performed. Files appropriate paperwork to prove locates were performed.
- Reviews final plats for accurate as-built information.
- Receives locate tickets and organizes a route and schedule to address the requests effectively and within the permitted time period.
- Performs emergency locates as required.
- Accurately locates water and sewer lines and then indicates their location along the right-of-way with either flags or spray-paint. Responds to Tickets or requests within the allotted time that is required for each ticket. Records GPS Coordinates of each.
- Performs research to determine the location of older, existing utilities. Obtains this information either from drawings or veteran employees.
- Submits follow-up information to the UPC for each Ticket in a timely manner.
- Receives utility damage reports and responds to appropriate agency. Fights inaccurate claims and responds accordingly to the appropriate state agency or utility.
- Reports all damage made to City utilities to the Utility Protection Center (UPC) and to the Public Service Commission (PSC) in a timely manner to avoid fines and violations of Georgia law.
- Conducts a thorough damage investigation in the event either the City damages another utility's infrastructure or another utility damages the City's infrastructure which includes, but is not limited to taking pictures, recording names, addresses, and telephone numbers of individuals and companies involved. Works to build a case that the City can win either in defense of false claims or win in the event another utility damages City property.
- Completes utility damage reports and records incidents with photographs when Distribution and Collection Division or contractor crews damage utilities.
- Assists with coordinating and notifying customers who will be affected by an interruption in water and/or sewer service.
- Provides mapping data to the Assistant to the Director for inclusion in the City's water and sewer maps. Suggests changes as needed.
- Assists with updating and correcting the City's water, sewer, and storm water mapping program.

- Assists with the implementation of the City's Marker Ball program.
- Assists with the enforcement of the Cumming Utilities Ordinance.
- Maintains all equipment assigned. This includes, but is not limited to maintaining vehicles according to manufacturer's recommendations.
- Maintains good relations with water and sewer customers, City employees, contractors, and developers.
- Complies with all safety rules, regulations, and requirements of the City of Cumming and the Water Distribution & Collection Division.
- Completes other duties as assigned.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough understanding of Water Distribution and Wastewater Collection Systems.
- Thorough understanding of the materials used in Water Distribution and Wastewater Collection Systems.
- Understanding of City of Cumming and Forsyth County Ordinances and State and Federal regulations regarding utilities.
- Ability to read and understand plans and blueprints.
- Good communication skills both written and oral. This includes the ability to communicate effectively with other employees, engineers, surveyors, developers, property owners, contractors, subcontractors, and the general public.
- Ability to operate under limited supervision.
- Ability to work on call for emergency locates on a rotating schedule.
- Exemplary attendance is required.

### **DESIRED EDUCATION, TRAINING, AND EXPERIENCE**

Graduation from a standard high school, vocational school, or willingness to obtain GED. Valid Georgia Driver's License.

### **MINIMUM PHYSICAL REQUIREMENTS**

Must be able to exert up to 100 pounds of force occasionally and 50 pounds of force frequently. Physical demand requirements are at levels of those for heavy work.

**FSLA Status:** Non-Exempt

Classification: Semi-Skilled

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.*