

**CITY OF CUMMING**  
**DEPARTMENT OF UTILITIES**  
**CONSTRUCTION AND STORM WATER DIVISION**  
**SPATIAL DATA AND VALVE MAINTENANCE CREW**  
**MEMBER**

**GENERAL NATURE OF WORK**

This is technical work that involves locating, identifying, performing maintenance on, and acquiring spatial information for infrastructure within the City's Water and Sewer Service Area. Spatial data collected along with GPS Coordinates are used to improve the City's Water, Sewer, and Storm System Maps and SEMS Maintenance Program. Also includes manual work executing the City's valve maintenance program. Duties are performed under the direct supervision of the Spatial Data and Valve Maintenance Crew Leader.

**EXAMPLES OF WORK**

- Works with other Departments and Divisions in the collection of locational data, such as but not limited to water meters, fire hydrants, manholes, water valves, pump stations, force mains, air release valves, and easements.
- Collects Geographic data using GPS satellites and a GPS receiver which will result in coordinates for all City infrastructure within the City's Water and Sewer System.
- Assists with performing research to determine the location of older, existing utilities. Obtains this information either from drawings or veteran employees or the City's contract engineer.
- Assists with collecting mapping data for inclusion in the City's Water, Sewer, and Storm water maps. Suggests changes as needed.
- Keeps abreast of technological advances.
- Assists with keeping all ESRI, GPS, SEMS and other associated programs up to date as directed.
- Maintains equipment as per manufacturer's recommendations.
- Assists with the implementation of the City's Marker Ball program.
- Assists with maintaining accurate records regarding the Valve Exercising Program and inputs data into the SEMS maintenance computer program.

- Assists with maintaining accurate records regarding the quantity of water valves exercised each calendar year. Recommends which valves should be replaced or where additional valves are needed.
- Upon request, makes field checks or performs tests to provide data for existing system components and new installations.
- Assists with maintaining all equipment assigned. This includes, but is not limited to maintaining vehicles and the valve exerciser according to manufacturer's recommendations.
- Assists the Crew Leader with addressing customer complaints both via telephone and in person.
- Maintains good public relations with water and sewer customers, contractors, and developers.
- Assists with coordinating and notifying customers who will be affected by an interruption in water and/or sewer service.
- Assists the City contract engineer and his staff with duties as assigned
- Complies with all safety rules, regulations, and requirements of the City of Cumming and the Construction and Stormwater Division.
- Assists with flushing fire hydrants as required if valve closure causes turbulence in the water line and results in dirty water in the line.
- Completes other duties as assigned.

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

- Must have a basic understanding of Water Distribution, Wastewater Collection, and Stormwater Collection Systems.
- Must have a basic understanding of the parts and materials used in Water Distribution, Wastewater Collection, and Stormwater Collection Systems.
- Ability to operate applicable computer hardware, operating systems, and software
- Ability to operate a Trimble GPS device and other GPS equipment.
- Understanding of and ability to apply basic surveying techniques and cartography principles.
- Ability to interpret and understand plans and blueprints.
- Ability to conduct research

- 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.

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

Graduation from a standard high school, vocational school, or willingness to obtain GED. Valid Georgia Drivers License. Must have six months to one year of experience in the water distribution, wastewater collection, and stormwater collection system maintenance. Experience with surveying and mapping a plus but not necessary.

### **MINIMUM PHYSICAL REQUIREMENTS**

Must be able to exert up to 100 pounds of force occasionally and 10 pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

**FSLA Status:** Non-Exempt