



<b>Job Title</b>	<b>Utility Locator I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>12727</b>

**Class Specification – Utilities Locator**

<b>Summary Statement:</b>	
<p>The purpose of this position is to support the City of Colorado Springs by identifying, locating and marking the location of all owned underground facilities; this includes irrigation water, storm water, fiber, traffic signals and communications installations. The locator marks facilities to alert excavators that the City has buried subsurface utilities in order to facilitate safe excavation during construction activities, as well as to minimize accidental damage and disruption of service.</p> <p><b>DISTINGUISHING CHARACTERISTICS:</b> Utility Locator I--This is the entry level class in the Utility Locator series. This class is distinguished from the Utility Locator II by the performance of the more routine tasks and duties assigned to positions within the series. In addition, employees at this level work under general supervision, receiving instruction or assistance as new or unusual situations arise. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Completes marks and locate requests in order to facilitate safe excavation during construction activities. Responds to customer complaints. Interacts with contractors, coworkers, the general public and other outside agencies to establish and maintain effective working relationship and to coordinate the location of utility lines. Communicates verbally and in writing with customers and contractors. Ensures compliance with all state and federal regulations.
50%	Maintains and updates records; reads and interprets maps and construction drawings to accurately mark utility lines. Creates charts and drawing to display various utility lines using GIS or other specialized computer software. Submits map updates as necessary.
25%	Attends guided trainings online or with team members to advance skill level with locate techniques and best practices. Compliance reviews will be conducted onsite for locate techniques.



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<b>Competencies Required:</b>
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

<b>Technical Skills Required:</b>
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Equivalent to completion of the twelfth grade (high school diploma or GED)
Experience: One year of full-time maintenance or utility locating experience

<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.
Requires a valid Colorado Driver's License and Certifications in accordance with standards established by departmental policy.

<b>Supervision Exercised:</b>
Job has no responsibility for the direction or supervision of others.
<b>Supervision Received:</b>



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Receives Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. Immediate supervisor may provide close and constant review.

**Fiscal Responsibility:**  
The job title has no budgetary/fiscal responsibility.

**Physical Demands:**  
Exerting 50 -75 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Outdoors
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, standard office equipment and heavy equipment common to maintenance and construction.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized GIS software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: August 2020