



Job Title	Utilities Locator	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	12730

Class Specification – Utilities Locator

Summary Statement:	
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.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (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.
50%	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.

Competencies Required:
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.



Job Title	Utilities Locator	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	12730

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.

Technical Skills Required:
 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.

Relevant Background and Formal Education: 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) supplemented by specialized training in graphics design or a related field.

Experience: Three years of full-time maintenance or utility locating experience

Certifications and Licenses: 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.

Supervision Exercised:
 Work requires the occasional direction of helpers, assistants, seasonal employees, interns or temporary employees.

Supervision Received:
 Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

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



Job Title	Utilities Locator	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	12730

Physical Demands:
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
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: April 2019