

**CLASS SPECIFICATION
CITY OF NORTH LAS VEGAS**

CLASS TITLE:	UTILITIES LINE LOCATOR	JOB CODE: 01346-TNS
REPORTS TO:	UTILITIES FIELD SERVICE SUPERVISOR	GRADE: 15
DEPARTMENT:	UTILITIES	
FLSA STATUS:	NON-EXEMPT	DATE: December 2, 1997 REVISED DATE: December 17, 2003

JOB SUMMARY:

Provides state law mandated line locations of underground existing and new water, sewer and storm drainage infrastructures and provides new and updated information to GIS/GPS personnel.

ESSENTIAL FUNCTIONS: (Duties may include, but are not limited to, the following)

Locates and marks locations of existing water, sewer and storm drainage infrastructures.

Measures in new water, sewer and storm drainage facilities and provides this data to GIS/GPS personnel.

Provides information to GIS/GPS personnel regarding changes and corrections to existing records and maps.

Interprets existing records and maps to determine the exact location of underground facilities.

Provides contractors and homeowners with accurate information relating to the exact location of underground utilities to avoid damage to facilities during excavation.

Acts as liaison with contractors, homeowners, geo-technical firms and other utility companies to locate utilities.

Prepares daily reports, data and logs.

Maintains files

Performs other related duties as required.

MATERIAL AND EQUIPMENT USED:

Metal Detector

Personal Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent; and,

Two years work experience in installing water and/or sewer lines or two years work experience in utility line location and customer service.

Licenses and Certifications:

Must possess a valid state driver's license and maintain satisfactory motor vehicle record and ability to obtain appropriate Nevada state driver's license within required time frame.

Skill:

Understand the capabilities and functions of Global Positioning Systems technology.

Use of specialized line location equipment.

Read and interpret maps, records, specifications, applicable laws, ordinances, regulations.

Report preparation and accurate record maintenance.

Communicate clearly and effectively with others.

Use of computers, computer software, and other technical instruments and equipment related to the work.

Physical and Mental Abilities:

Maintain complete and accurate records, files, logs, maps, specifications.

Understand and follow oral and written instructions and procedures.

Work independently with a minimum of supervision.

While performing the essential functions of this job, the employee is required to exert 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to more objects. Frequently walk, stand, sit, bend and handle, seize, hold, grasp, turn or otherwise work with hand(s) and fingers.

Deal effectively with contractors, homeowners, geo-technical and other utilities companies.

Working Conditions:

While performing the essential functions of this job, the employee is exposed to possible bodily injury from moving mechanical parts of equipment, tools or machinery.

Working conditions are moderately noisy. Work requires working in heavily traveled streets.

Regular and timely attendance is required.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.