



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Facilities Location Technician I/II
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GENERAL PURPOSE

Under immediate (Facilities Location Technician I) or general (Facilities Location Technician II) supervision, locates and marks the District's underground facilities in compliance with District policies and mandated requirements; responds to facilities damaged by excavation operations to which the District is a party, investigates and reports to risk management; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Facilities Location Technician I: This is the entry-level classification in the Facilities Location Technician series. Initially under close supervision, incumbents learn and perform routine techniques of underground facility location. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Facilities Location Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Facilities Location Technician II: This is the fully qualified journey-level classification in the Facilities Location Technician series. Positions at this level are distinguished from the Facilities Location Technician I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Facility Location Technician in that the latter performs the more complex work assigned to the series, such as laying out District facilities from plans and profile drawings, and/or providing technical and functional direction over lower level staff.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Facilities Location Technician I) to general (Facilities Location Technician II) supervision from the Facilities Location Manager. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Facilities Location Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Responds to Underground Services Alert (USA) notices and requests from District departments; researches, locates, and marks underground water, recycled water, and sewer (gravity and force mains), utility lines, using electronic instruments, maps, and measuring devices; completes line location reports for review and approval by the supervisor.
- Reviews record drawings; takes photos of District excavation areas for other utility markings; updates maps and databases adding underground facilities, as needed; advises District departments of map discrepancies.
- Utilizes GPS technology and GIS applications to log location of District facilities and perform other tasks; researches maps to gain information to accurately locate facilities; reviews maps for sub-structure location, size, and type of pipe.
- Using specialized correlation and sounding devices, locates water valves for maintenance and operation crews; performs leak detection and location in District pipelines; notifies excavators of high priority facilities' standby requirements.
- Notifies USA when District crews are excavating; confers with representatives from engineering firms, developers, property owners, utilities, public work agencies, other governmental agencies, and/or contractors on technical matters to verify data, locate lines and coordinate work in the various stages;
- Reports and records damages to District facilities caused by external agencies or contractors; ensures proper pre-job markings are correct; verifies contractor or agency possesses a valid USA dig alert ticket.
- Determines boundaries of easements to determine District right of ways, using survey maps, land data and other data from external sources as required to locate and identify district properties; ensures proper pre-markings are correct, reports and records damages to non EMWD utilities caused by excavation.

- Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and District workers.
- Completes line location reports for review and approval by the supervisor; reviews record drawings pertaining to daily work assignments; maintains and updates department records, USA transactions, and files of engineering plans, including easements, improvements, and final maps.
- Responds to emergency calls, as required.
- Provides office coverage, as needed, monitoring phones and USA computer.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Facilities Location Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

- Materials, practices and methods involved in the waterworks construction industry.
- Mapping and as-built drawing techniques.
- USA system operations and requirements.
- Land survey methods and techniques to determine district easement and boundaries, facilities and properties.
- Materials, equipment and tools used in maintaining water and sewer lines, meters, meter boxes, hydrants and related facilities.
- Basic principles and practices of supporting technical civil engineering drafting and surveying programs.
- District geographic service area and boundaries/sub-agency boundaries and facilities and the location of underground facilities including lateral sewer connections and water service connections.
- Mandated regulations and USA system and notification processes.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read, analyze, document, evaluate and make recommendations on water and sewer facilities reports, service maps, engineering drawings, sketches, diagrams, specifications, land plats and other diagrams.
- Research, locate and mark facilities through the use of technology and/or manual methods.
- Accurately operate a variety of underground substructure locating equipment, GPS, land survey and leak detection equipment.
- Coordinate services with USA and ensure proper notifications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Follow and apply written and oral work instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Facilities Location Technician I: One (1) year of experience in the installation, maintenance and repair of underground pipe lines, or in construction inspection.
- Facilities Location Technician II: Two (2) years of experience in the installation, maintenance and repair of underground pipe lines, or in construction inspection, or one (1) year of experience as a Facilities Location Technician I with the District.

Education:

- Facilities Location Technician I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized coursework or training in plumbing, pipefitting or mechanics.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District Vehicle Insurance Policy.
- Competent Locator Certificate desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Facilities Location Technician I/II class series are flexibly staffed; positions at the Facilities Location Technician II level are normally filled by advancement from the Facilities Location Technician I level; progression to the Facilities Location Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Facilities Location Technician II level.

Eastern Municipal Water District
Job Title: Facilities Location Technician I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Facilities Location Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____