

**JOB DESCRIPTION**  
**Facilities Location Technician I (Flex)**  
**Facilities Location Technician II**  
**Code Number: 24012, 24011**

**GENERAL PURPOSE**

Under general supervision, locates and marks the District's underground facilities in compliance with EMWD policies and Government Code 4216; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Facilities Location Technician I is the entry-level class in the Facilities Location Technician series. Initially under close supervision and guidance, incumbents learn the knowledge and perform the techniques of underground facility location; develop knowledge of District facilities, materials, and construction methods and facilities location equipment. This class is alternately staffed with Facilities Location Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher-level class.

Facilities Location Technician II is the experienced/journey level class in this series, fully competent to independently perform duties. This class is distinguished from the lower level classification of Facilities Location Technician I by the relative independence with which duties are performed. This classification must possess a thorough knowledge of EMWD underground facilities, construction methods and materials, and location techniques and equipment.

Facilities Location Technician II is further distinguished from Senior Facilities Location Technician in that the latter serves as either a lead or advanced-journey level in the series. 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. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**FLSA DETERMINATION:** Non-exempt.

*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.*

In response to Underground Service Alert (USA) notices and requests from District departments, reviews for nature of job, researches, locates and marks underground water and sewer utility lines using electronic instruments, maps, and measuring devices; completes line location reports for review and approval by the supervisor; reviews record drawings pertaining to daily work assignments.

Notifies USA when District crews are excavating; maintains records of USA transactions.

Locates water valves for maintenance and operation crews.

Performs leak detection and location in District pipelines.

Researches data from maps and records; updates maps of District facilities; advises EMWD's Maps & Records Section of map discrepancies.

Responds to emergency call-outs.

Reports and records damages to District facilities caused by external agencies or contractors.

Utilizes computer for reference while on job site; reviews for sub-structure location, size, and type of pipe.

Researches 400 and 100 scale detailed stick file maps to gain information to accurately locate facilities.

Responds to emergency call, as required.

Provides office coverage, as needed, monitoring phones and Underground Service Alert computer.

Performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

**FLSA DETERMINATION:** Non-exempt.

Materials, practices and methods involved in the waterworks construction industry; mapping techniques; computer fundamentals; materials, equipment and tools used in maintaining water and sewer lines, meters, meter boxes, hydrants and related facilities; general engineering principles and practices; District safety requirements and procedures; EMWD geographic service area and boundaries/sub-agency boundaries and facilities and the location of underground facilities; lateral sewer connections and water service connections; Government Code 4216; USA system and notification processes and law.

**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; accurately operate a variety of underground substructure locating equipment; use a variety of small hand tools and a two-way radio; communicate effectively both orally and in writing using clear and concise technical language; establish and maintain effective working relationships with District staff, engineers, contractors, public and private entities and the public.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, supplemented by courses in plumbing, pipefitting or mechanics; and one year of experience in a public works construction trade in the installation, maintenance and repair of underground pipe lines, or in construction inspection; or an equivalent combination of training and experience.

A Facilities Location Technician I may be considered for advancement to Facilities Location Technician II after demonstrating proficiency to perform all the major duties assigned to the class. Typically, a Facilities Location Technician I is expected to be capable of meeting the proficiency criteria within a 12-18 month period, depending on an individual's prior experience and progression in performing the full range of Facilities Location Technician II duties as described in the established performance criteria.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District Vehicle Insurance Policy.

**FLSA DETERMINATION:** Non-exempt.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental 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.*

### **Physical Demands**

While performing the duties of this class, employees are regularly required to stand, walk and sit; talk and hear by telephone, two-way radio or in-person; use hands to finger, handle or operate tools and controls; climb or balance; stoop, kneel, bend, crouch or crawl; drive a vehicle; and reach with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and ability to adjust focus. Specific hearing abilities include the ability to hear signal warnings while working around moving equipment, and the ability to differentiate operating equipment sounds. The employee must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents and instruments; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work under changing deadlines; and interact with customers/citizens, some of which may be dissatisfied and/or abusive.

## **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.*

While performing the essential duties of this class, the employee is regularly exposed to outdoor weather conditions; raw sewage, fumes or airborne particles; various gas lines and chemicals; vibration; and prolonged noise levels. The employee frequently works near moving mechanical parts or equipment, and on uneven or slippery surfaces. Some duties require working in high volume and high speed traffic areas. The noise level in the workplace is usually moderately quiet; however, the noise level in the field can be occasionally loud.

**FLSA DETERMINATION:** Non-exempt.

**FLEX REQUIREMENTS**  
**Facilities Location Technician I (Flex)**  
**Facilities Location Technician II**

**LENGTH OF TIME REQUIRED**

A Facilities Location Technician I may advance or “flex” to the Facilities Location Technician II class after 12-18 months of experience in the Facilities Location Technician I class.

**PERFORMANCE RATING**

The incumbents must receive an overall performance rating of “good” or better on their most recent annual performance evaluation in order to flex to the higher class.

**COMMENTS**

The Facilities Location Technician I must also demonstrate proficiency to perform the full range of duties as described in the Facilities Location Technician I/II job description.