



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **UNDERGROUND FACILITIES LOCATOR**
Jurisdictional Class: Non-Competitive **(PJC)**
Civil Division: Town of Owasco
Adoption: CSM 9/9/2017
Revised: CSM 4/11/18

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for locating water and or sewer lines to avoid their disruption by excavation, as well as locating leaks in the water system and assisting with water system maintenance activities. The work includes the utilization of maps and other engineering data to locate and mark lines. The employee must also use electronic, magnetic or computer aided locating devices. The work is performed independently under the general supervisor of engineering or maintenance supervisory personnel. An employee in this class does not typically exercise supervision. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements for the ordinary course of business in a timely and efficient manner. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives assignments and visits excavation sites to locate water and sewer lines and other buried utilities;
Reviews paper and electronic maps and other pertinent engineering data to assist in the location of lines;
Operates leak detection correlators and pipe locating equipment to pinpoint leaks and mark out water mains;
Uses electronic or magnetic locating devices to identify the precise location or in exposing lines;
Marks the location of lines to enable the excavation workers to proceed without damaging or exposing lines;
Responds to complaints of wet areas/leaks;
Inspects any lines damaged or exposed by excavating;
Gathers relevant data concerning damage or exposure and submits written findings to the supervisor;
Maintains all pertinent records, including findings, data collected and reports;
Locates water and sewer valves by GPS.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the accepted practices of underground facilities location;
Good knowledge of the standard tools and equipment used in the location of underground water and sewer lines and other buried utilities;
Good knowledge of underground lines, marks, valves and other buried utilities;
Skilled in the use of equipment used to locate underground facilities;
Ability to read and interpret engineering maps;
Ability to maintain written records and compose written reports;
Ability to inspect water and sewer lines to detect damage.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- A. Two (2) years of work experience, or its part-time equivalent, in the actual location, maintenance, construction or inspection of water systems or water or sewer lines as a main function of the job; OR
- B. Three (3) years of work experience, or its part-time equivalent, in the performance of job duties that included the location, maintenance, construction or inspection of water systems or water or sewer lines.

SPECIAL REQUIREMENT(S):

NOTE: Possession of a current valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.