

**POSITION TITLE**

**UTILITY LOCATE TECHNICIAN**

**DEPARTMENT**

**ENGINEERING & OPERATIONS**

**SUMMARY OF DUTIES**

The Utility Locate Technician is responsible for accurately locating all underground piping associated with the City's water distribution, sanitary and storm sewer collection systems, using existing records, knowledge of City infrastructure and field locating equipment and techniques, to ensure the City is in compliance with the Ontario One Call program. They may be called upon from time to time to locate all City owned utilities ie: private hydro, communications, gas, etc. located on City owned property.

Using a locate software program, the Utility Locate Technician is required to prepare accurate reports and sketches in a timely manner to ensure that all locates are completed as per the requirements of the Ontario One Call system. The Technician is also required to respond to and complete emergency locate requests (during regular hours and afterhours) within the time prescribed by Ontario One Call.

As the designated back up to the Water Meter Reader and Repair Technician position, this position will occasionally provide operational and maintenance services for all City-owned water meters.

The position also entails a number of other basic maintenance activities (i.e. water turn offs & ons, sewer roddings etc), and may provide operational support to other infrastructure services (i.e. snowplowing relief, basic maintenance and repairs to the water distribution and/or sewer systems), and other duties as assigned.

**SUPERVISED BY**

Environmental Compliance Supervisor

**EDUCATION**

Ontario Secondary school diploma or equivalent.

Damage Prevention Technician (DPT) certification in Water and Sewer, at a minimum, or possessing the necessary experience to be able to obtain within six (6) months of hire. Additional DPT certification in Gas/Oil, Telecom and Power an asset.

Must be able to obtain a DZ driver's licence within six (6) months of hire. Valid Class 'G' driver's license minimum requirement.

Water Meter Installer Certificate, or ability to obtain within six (6) months of hire.

Valid, current Confined Space Entry training, or ability to obtain within six (6) months of hire.

Valid, Basic first aid/CPR, or ability to obtain within six (6) months of hire.

## **EXPERIENCE**

Minimum three (3) years utility locating experience, preferably water and sewer, in a municipal setting.

Previous experience with plumbing and/or water meter installation and/or maintenance an asset.

## **MAJOR RESPONSIBILITIES**

**(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements)**

### **1. Program/Services**

- Field locates all underground City owned infrastructure including water distribution, sanitary and storm sewer collection systems, and all City owned utilities (hydro, communications, gas, etc.) located on City owned property. Employs various industry methods such as line of sight, electronic locate tools, map interpolation and distance measuring and provides accurate surface markings of located underground utilities.
- Functions as the City's field agent for the Ontario One Call system by tracking and prioritizing received locate requests, performing requested field locating work within the prescribed time as outlined by the Ontario One Call program and responding to customer service questions.
- Schedules and conducts field site meetings with contractors, City departments and/or other public agencies to assist in clarifying locate information.
- Utilises computer software programs to receive and complete locate tickets by creating clear, concise sketches and uploading completed locates.
- Responds to emergency locate requests and completes the emergency locate within the prescribed time as outlined by Ontario One Call
- Update and maintain City water and sewer service locate records.
- Respond to public inquiries in a tactful and courteous manner and advise as required, referring unusual problems to Environmental Compliance Supervisor.
- Liaise with other City departments, such as Engineering or Utilities for assistance in drawing interpretation and/or measurements.
- Designated back up to the Water Meter Reader and Repair Technician position and helps with and/or provides vacation coverage for operational and maintenance services for all municipal water meters by scheduling appointments with customers in response to high water bill complaints and in response to meter repair, and attending the property to investigate the issue, inspect the water meter and repair or replace water meters, as required to ensure the consumer is satisfied that their water bill is accurate, and that the billing department is receiving accurate billing data
- Respond to other infrastructure issues when required such as a blocked sewer lateral,

- complaints determine source of problem, and correct as required.
- To efficiently operate and maintain all assigned equipment.
- Conduct daily inspections and maintain as required all equipment assigned including daily lubrication and reporting requirements.
- To perform duties in accordance with the City of Port Colborne Health and Safety Manual and the Occupational Health and Safety Act.
- As required, work alongside licensed Water/Wastewater Operators to conduct regular predictive and preventative maintenance of all water distribution and wastewater collection systems, including valve turning, hydrant maintenance etc.
- Provide operational support to other infrastructure services, as required.
- Perform other duties as assigned.

## **2. Human Resources**

- The position works under the general supervision of the Environmental Compliance Supervisor
- The Utilities Locator Technician primarily works alone.
- Periodically performs some direction of others when being assisted in the field.
- Trains Utilities Division staff in the use of all utility locating equipment and their operating procedures.

## **3. Material Resources**

A variety of equipment including, but not limited to:

- Underground pipe and cable locators
- Handheld tools
- Calculators
- Laptop work station
- Forms and other controlled documents.
- City vehicle

## **SKILL AND EFFORT**

### **4. Knowledge**

- Ability to read, understand and interpret blueprint, engineering, construction, water, wastewater maps, GIS mapping, sketches and drawings.
- Demonstrated ability to operate a variety of underground pipe and cable locating equipment.
- Demonstrated ability to operate computers and various software applications more specifically MS Windows operating system and MS Office Suite. Previous experience with UtiLocate software an asset.
- Attention to detail/complete and accurate record-keeping.
- Basic knowledge of methods, materials and common practices in the water meter installation and service activities
- Knowledge of basic equipment and tool operation
- Adaptable to change, willing to learn and practice new skills; maintain up to date technical knowledge.
- Technical knowledge of safe vehicle operation, construction practices, confined space entry and traffic control.

- Practical knowledge of safety equipment and practices, including WHMIS, confined space entry, health and safety and traffic control.
- General knowledge of good customer service practices.
- Knowledge of City streets.

## **5. Physical Skill and Effort**

- Extensive walking, crouching, bending etc. over various types of terrain (grass, gravel, ditches, etc.) and in confined spaces in and around construction zones and residential, commercial and industrial areas.
- Job involves heavy lifting ie: manhole lids, catch basin covers, etc.
- Possess manual dexterity and physical strength to drive equipment and to use hand and power tools.
- Job involves extensive walking, standing, sitting, driving, lifting, bending etc.
- Ability to distinguish among colours.

## **6. Decision Making and Judgement**

- Exceptional ability to understand both written and oral direction.
- Work is assigned daily and carried out under little supervision.
- Ability to prioritize and complete work under tight time deadlines.
- Ability to interpret sewer and water distribution maps and construction drawings, together with locating equipment data to ensure buried infrastructure is accurately marked out.
- Ability to assess circumstances and use reasonable judgement in discretionary situations

## **7. Interpersonal Skills/Contact**

- Ability to interact effectively with other people.
- Must have excellent oral and written skills.

### **Internal**

- Must be able to communicate effectively with Supervisors, Foremen etc.
- Must maintain effective working relationships with co-workers and associates in an environment of teamwork.

### **External**

- Must be tactful, professional and courteous with the public,
- Other utilities, contractors and/or consultants,
- Staff from other departments (i.e. Engineering, Utilities, etc.).

## **WORKING CONDITIONS**

### **8. Environment**

- Work mainly outside in various site conditions or weather.
- Office work required to complete mandatory recordkeeping, data entry etc.
- City vehicle is equipped to be used as a “mobile office”
- Major disagreeable conditions of frequent exposure (i.e., sewer contents, chlorine, dust/dirt, grease/oil, extreme temperatures, travel, noise, vibration, odour/fumes,

- inclement weather, trench operations, occasional night work)
- Required to enter confined spaces and trenches

**9. Control Over Work Schedule**

- Prioritizes received locate requests to meet prescribed timelines
- Normally not required to work outside regular working hours, however, required to respond to and complete afterhours emergency locate requests within the time prescribed by Ontario One Call.

**In agreement with the duties and responsibilities of this position.  
Education and Experience is determined by the Corporation.**

<b>Agreed to:</b>	<b>Department Head</b>	_____
	<b>Supervisor</b>	_____
	<b>Employee</b>	_____
	<b>CAO</b>	_____

**Dated:** \_\_\_\_\_