

*To perform this job successfully, an individual must be able to perform the job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## LINE LOCATE TECHNICIAN I

**Department:** Administration - Safety  
**Pay Grade:** 581  
**FLSA Status:** Non-Exempt  
**Reports to:** Compliance and Risk Supervisor  
**Effective Date:** July 30, 2018

### JOB SUMMARY

This is an entry level responsible position responsible for locating and marking underground utilities, updating records, and assisting with the development of maps and other electronic data. The successful candidate must possess the ability to work both alone and in teams locating and marking underground utilities. Accuracy is of high importance as failure to accurately identify locations of underground utilities can result in damage to equipment, injuries or death.

### JOB FUNCTIONS

#### **Essential Functions:**

- Locates and marks underground utilities using a variety of electronic equipment.
- Maintains inventory of locating and marking supplies, flags, paint, batteries for electronics.
- Assists in the administration, sorting, filing and follow-up of underground utility locate requests.
- Resolves questions or conflicts regarding locate requests, marking of lines, responds in a timely manner to remarking requests and emergency requests for assistance.
- Troubleshoots issues using locating equipment, maps and technical knowledge.
- Contacts proper office personnel to assist with updating maps as needed.
- Assists in the development, drafting and maintenance of miscellaneous diagrams, maps and electronic data regarding locations of Riviera's underground systems.
- Makes extensive use of a laptop to review maps and locations of underground utilities.
- Attends safety and training meetings on a regular basis.

**Other Functions:**

- Remains available after hours for emergency locates that are called in
- Performs other related duties as required/assigned.

**QUALIFICATIONS****Education and Experience:**

High School Diploma or an acceptable equivalency diploma (GED) and no required experience, or an equivalent combination of education and experience. Related experience and familiarization with use of computers and other electronic devices, especially sonar, is desirable.

**Special Qualifications:**

Possession of or ability to obtain a valid Driver's License within 60 days of employment.

During a typical month you will drive a line locate vehicle between 1500 and 2,500 miles in the normal course of your duties. S/he must possess and maintain a clean driving record. Multiple convictions for speeding, convictions of reckless driving, DUI or suspension of driving privileges will exclude you from consideration for employment/continued employment.

**Knowledge, Skills, and Abilities:**

- Ability to read, understand, and interpret documents, instructions, maps, safety rules, operating and maintenance instructions and procedure manuals and details written or spoken in the English language.
- Ability to write coherent routine reports, complete time sheets and correspondence in the English language with proper grammar, spelling, and punctuation.
- Ability to communicate orally and in written form with customers, other employees, and the general public also in the English language.
- Ability to add, divide, subtract and multiply whole numbers and fractions and to apply basic algebra and geometry concepts.
- Ability to make logical decisions based on available information and procedures.
- Ability to carry out instructions provided in both oral and written form.
- Ability to solve problems involving several concrete variables in a standardized situation.
- Ability to have regular and predictable work attendance.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers and computer applications (GIS/CAD) for data entry, word processing time entry, and line locating equipment and devices.
- Ability to operate and repair small/light equipment.

**PHYSICAL DEMANDS**

The work is medium work which requires the employee to occasionally lift, move or slide up to 50 pound items. Specific vision abilities required by this job include near vision, distance vision

ability to distinguish colors peripheral vision, depth perception and ability to adjust focus. This is considered a physically demanding job. A typical day locating will involve the applicant walking several miles each day performing the locating duties. Additionally the employee will be required to stoop, kneel, crouch and crawl. The employee will frequently use hands and/or fingers to handle or feel objects, tools or controls; reach with hands arms; talk or hear. The employee is occasionally required to stand, walk, sit, climb or balance, taste and smell. Additionally, the following physical abilities are required:

- Balancing: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: sufficient to ascend or descend ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: sufficient to move about on hands and knees or hands and feet.
- Crouching: sufficient to bend the body downward and forward by bending leg and spine.
- Feeling: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Handling: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: sufficient to bend body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

### **WORK ENVIRONMENT**

The work environment will primarily be outside in all types of weather. Employee will be exposed to high winds, rain, blowing sand/dirt, high and low temperatures typical of south Alabama. Rain suits and PPE are provided but do not eliminate the exposure. The employee will work near moving parts, on or near highways with exposure to moving civilian vehicles, regularly exposed to risk of electrical shock. You will work around and near sewer pipes, water pipes, gas lines and their associated equipment and hazards. Occasional travel for training or obtaining certification may be required.