



**INTERNAL JOB VACANCY NOTICE  
JOB POSTING EXPIRES ON AUGUST 21 2019**

Utility Locator  
Electric  
Starting Salary: \$29,346.00

**JOB SUMMARY**

This position is responsible for locating underground utilities in support of a variety of department operations.

**MAJOR DUTIES**

- Locates underground utilities, including electric, water and wastewater lines.
- Operates and maintains assigned underground locating equipment.
- Uses shovels, probes and post-hole diggers to locate utilities.
- Flags or paints utility locations.
- Maintains inventory of tools and supplies, including batteries, flags and paint.
- Maintains daily and monthly records of locates performed.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the tools and techniques used in the locating of underground utilities.
- Knowledge of conductive and inductive locating techniques.
- Skill in the operation of specialized tools and equipment.
- Skill in locating and marking utilities.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Technical Services Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include relevant Georgia Public Service Commission procedures and city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of related duties in the location of underground utilities. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to locate utilities in support of a variety of department operations. Success in this position contributes to the efficiency and effectiveness of department operations.

**CONTACTS**

- Contacts are typically with co-workers, other city employees, contractors, Department of Transportation representatives, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.
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### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

- High School diploma or GED.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for one to two years.

08/13/19

**THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER**