

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Electric Utility Locator	Job Code: 2728
Date: August 14, 2018	EEO Code: TE
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled work in the Energy Department locating utilities, mapping, gathering GPS data, drafting, inspecting, and researching City utility electrical and fiber systems.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to an assigned supervisor and perform all duties under close to general direction. This work is distinguished by its emphasis on researching and locating City utility electrical and fiber systems.

ESSENTIAL DUTIES: Locate and mark subsurface utility infrastructure (Blue Staking); coordinate with contractors and others who request locations of utilities; operate utility locating equipment in the field; collect and organize field data related to utility infrastructure (GPS); coordinate with engineering and field personnel as needed to locate utilities; develop and maintain records of Blue Staking requests and activities; collect and organize file information related to utility infrastructure; perform elementary mapping and drafting of utility systems; use sketches and drawings to complete the drafting of utility system maps; maintain mapping files; prepare maps of Provo City's utility systems; input utility system data into various computer programs; assist with inspection efforts as needed; coordinate with engineering and field personnel on mapping efforts; complete work orders and various other records pertaining to work activities.

Assist in preparing detailed electrical system layouts and surveying and layout of new construction; make sketches and drawings on new construction; prepare technical drawings and minor designs of electrical layouts for construction and maintenance projects; coordinate designed projects with construction crews; prepare and track project cost estimates; plot graphs and charts from power data for engineering studies; obtain easements for installation of streetlights, system improvements, and expansion; maintain street lamp location and maintenance records and maps; maintain yard light records; assist with safety meetings and demonstrations for public and private entities; attend staff meetings; prepare reports; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and one (1) year of experience in engineering, construction management, equipment operation or related field. Preference given for specific electric utility experience.

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* electrical theory and principles of electrical circuit design; methods and techniques of electrical power map drawing; general practices of electric power utilities, materials and procedures; policies and procedures established for the work system; the operations, functions, and terminology common to the work; related laws, codes, rules, and regulations governing functions of the position; basic English composition, spelling, and grammar. *Skill in:* practicing trust-building behaviors. *Ability to:* draw electrical circuitry and electric power maps, graphically represent quantitative data; work effectively on individual

and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Drafting equipment, ink pens and templates, survey equipment, calculators, vehicle, computers, engineering-related software, volt/amp meter, miscellaneous hand tools, underground locating equipment, soil density testing machine, shovel, pick, jackhammer, telephone, and other office equipment as necessary.

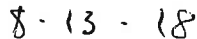
PHYSICAL DEMANDS: Requires some physical strength and agility, and includes sitting and/or standing at a drafting table or computer for long time periods, pulling drawings in and out of files, walking, stretching, bending, carrying, and heavy lifting (up to 50 lbs.).

ENVIRONMENTAL FACTORS: Requires regular exposure to all outdoor weather conditions, energized electrical equipment, construction or traffic noise, and the hazards of a construction site. May include exposure to high stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances and other stressful conditions related to the workplace. **RESIDENCY:** Employees of this class are subject to Provo city residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a maximum 20-minute response time.


Department Director


Date


Mayor/Chief Administrative Officer


Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.