



**Job Title:** Utilities Locator  
**Department:** Electric or Water/Wastewater  
**FLSA Status:** Non-Exempt, Hourly, Full-Time  
**Revised Date:** 4/5/22 (Council Creation)

### **Accountability**

Under the direction of the Electric Superintendent or Water/Wastewater Director depending on prior work experience. Additionally, may be under the supervision of the Street Superintendent to complete certain assigned tasks.

### **Job Summary**

Responsible for performing skilled and unskilled work in physically locating the underground utilities within the City of Seward, including electric lines, storm sewer lines, water distribution lines, service lines, sanitary sewer lines and any other underground elements.

### **Essential Job Functions**

Responds to all underground utility locate requests from City personnel, as well as private contractors as approved by supervisor; performs precise locating, marking, and identifying to determine electric lines, storm sewer lines, water distribution lines, service lines, sanitary sewer lines and other underground elements; operates locating equipment and City-issued vehicle properly; maintains supply of paint, flags, and other supplies for locating; generates accurate reports of identified utilities and presents to City officials as requested; researches historical records to determine utilities placement; gathers field data for Geographic Information System (GIS) program and assists in confirming information with current utility records and maps; assists excavators in complying with State One-Call law; frequently interacts with contractors and general public to establish and maintain effective working relationships regarding ongoing and proposed excavation projects; attends project meetings with contractors and City personnel as requested.

### **Additional Duties and Responsibilities**

Assists line personnel with utility maintenance duties as directed.

### **Knowledge, Abilities and Skills**

Considerable knowledge of electric, stormwater, water, wastewater, and other underground elements; ability to effectively use tools/equipment to precisely locate underground lines; ability to keep good, neat and accurate records; good organizational skills; ability to read and understand technical language, technical drawings and maps; basic GIS knowledge/experience; knowledge of Nebraska One-Call guidelines; ability to follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to perform duties in a positive manner with contractors, the general public and City personnel; ability to operate two-way radio; ability to work in extreme weather conditions, highly-traveled automobile areas and on uneven surfaces; ability to lift 75 lbs.; ability to climb stairs and ladders and get into confined spaces including manholes; ability to walk, sit, stand, lift, bend, twist, kneel, stoop, crawl, reach, push, pull, dig, shovel, and perform a variety of physical activities.

### **Education and Experience**

High school diploma or equivalent. Must have at least six months of prior experience as a locator or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

### **Special Requirements**

Possession of a valid driver's license.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*