

UNDERGROUND FACILITIES LOCATOR/PERMIT INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for locating water and/or sewer lines to avoid their disruption by excavation. In addition, this position is responsible for the issuance, inspection, and closeout of all permits issued. The work includes the utilization of maps and other engineering data to locate and mark lines. The employee must also use electronic or magnetic locating devices. The work is performed independently under general supervision of engineering personnel. An employee in this class may supervise a work crew.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Locates and marks out underground electrical, water, sewer and storm facilities and keeps records of all mark outs requests;
2. Reviews maps and other pertinent engineering data to assist in the location of lines;
3. Issues, inspects and monitors permits (e.g. dumpster, temporary street and sidewalk closure; permits for compliance and adequate traffic safety; street openings);
4. Issues, inspects and monitors progress on all street opening permits for compliance, proper excavation restoration, and adequate traffic safety; uses electronic or magnetic locating devices to identify the precise location or in exposing lines;
5. Inspects and performs minor maintenance and repairs to the above ground portion of utilities systems, i.e. manhole covers, valve covers, light poles, basin grates, etc.
6. Marks the location of lines to enable the excavation workers to proceed without damaging or exposing lines;
7. Inspects any lines damaged or exposed by excavating; gathers relevant data concerning damage or exposure; submits written findings to the supervisor;
8. Maintains all pertinent records, including findings, data collected and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the standard tools and equipment used in the location of underground water and sewer lines;

Skill in the use of equipment used to locate underground facilities;

Ability to read and interpret engineering maps and drawings of utility systems, i.e. water, sewer, storm drains, electrical;

Ability to maintain written records and compose written reports;

Ability to inspect water and sewer lines to detect damage;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of work experience in the location, maintenance, construction, or inspection of water or sewer lines.

SPECIAL REQUIREMENT:

A valid New York State Driver's License.

TR1441

ADOPTED: 06/10/03