JOB DESCRIPTION

Coachella Valley Water District

Date: December 2006

TITLE: Facilities Location Technician I

SECTION: Domestic Construction

DEPARTMENT: Operations

SRN: 18

REPORTING RELATIONSHIP:

Reports to: Supervisor, Domestic Water
            Crew Chief, Domestic Water

Supervises the following positions: Not applicable

DEFINITION: Under general supervision, locates and marks the District’s underground facilities in compliance with Coachella Valley Water District policies and California Law and performs related duties as assigned. Facilities Location Technician I is the entry-level class in this series. Initially under close supervision and guidance, incumbents learn the knowledge and perform the techniques of underground facility location; develop knowledge of District facilities, materials, construction methods and facilities location equipment.

ESSENTIAL FUNCTIONS:

1. In response to Underground Service Alert (USA) notices and requests from District departments, researches, locates and marks underground water and sewer utility lines using electronic instruments, maps, aperture cards and measuring devices.

2. Completes line location reports for review and approval by the supervisor.

3. Reviews record drawings pertaining to daily work assignments.

4. Maintains records of USA transactions.

5. Locates water valves for maintenance and operation crews.

6. Assist in the location of lines, blind services, and mains for new service installations and new pipeline locations.

7. Mark all water lines for maintenance and construction work performed by the sanitation division.

8. Coordinate traffic control with the District’s or contractors’ forces in the field if required.

9. Assist in the training of employees temporarily assigned to assist the Facilities Location section.
JOB DESCRIPTION

Facilities Location Technician I – Page 2

ESSENTIAL FUNCTIONS (Cont.):

10. Researches data from maps and records; updates maps of District facilities.

11. Advises CVWD’s Maps & Records Section of map discrepancies.

12. Reports and records damages to District facilities caused by external agencies or contractors.

13. Maintain and file all USA records.

14. Coordinate with the Serviceworker division for accurate damage reports, keep accurate records of all damage reports, and coordinate with the Claims division on all damages.

MINIMUM QUALIFICATIONS:

Education, License, Certification and Experience: Graduation from high school or G.E.D. equivalent is required. A valid California Operators license issued by the State Department of Motor Vehicles is required. Department of Motor Vehicles driving record may influence employment or classification.

AND

Possession of a Grade D1 Water Distribution Operators Certificate issued by the State of California Department of Health Services with qualifying experience is required. A typical way to obtain the qualifying experience is a minimum one year experience equivalent to Distribution Utility Worker I.

OR

If the candidate does not possess a Grade D1 Water Distribution Operators Certificate issued by the State of California Department of Health Services, additional experience is required. Typical experience required for the non-certified candidate would be four years experience working as a Distribution Utility Worker I or similar work at a utility.

Knowledge:

- Materials, practices and methods involved in the waterworks construction industry.
- Materials, equipment and tools used in maintaining water and sewer lines, meters, meter boxes, hydrants and related facilities.
- District safety requirements and procedures.
- CVWD geographic service area and the location of underground facilities used in water, wastewater and reclaimed water.
- Lateral sewer connections and water service connections.
- California Law concerning utility location.
- USA system and notification processes.
- As-Built drawings and mapping.

APPROVED
Job Description
Date: 12/15/06
HR Dept.
JOB DESCRIPTION

Facilities Location Technician I – Page 3

MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Read, analyze, document, and evaluate water and sewer facilities reports, service maps, engineering drawings, sketches, diagrams, specifications, land plats and other diagrams.
- Read documents and instruments; analyze and solve problems.
- Observe and interpret data or information.
- Use math and mathematical reasoning; learn and apply new information or skills.
- Perform detailed work under changing deadlines.
- Work independently using sound judgment when making decisions.
- Assist in locating water lines at District facilities.
- Accurately use a variety of leak location equipment.
- Use a variety of small hand tools and a two-way radio.
- Establish and maintain effective working relationships with District staff, inspectors, engineers, contractors, public and private entities and the public.
- Communicate effectively both orally and in writing using clear and concise technical language.
- Understand and carry out oral and written instructions.
- Analyze problems encountered in the course of work and take appropriate corrective actions.
- Utilize computers to receive and clear USA tickets, also to be used for documentation purposes.

PHYSICAL REQUIREMENTS:

1. Will work weekends, evenings, holidays, overtime and standby when required.

2. Will work in extreme weather conditions including heat and rain. Also will work in areas containing chemicals, dust, fumes, and vapors.

3. Performs pick and shovel work when required.

4. Drives District vehicles to job sites and uses a two-way radio to communicate. Driving: Heavy.

5. Brings equipment and materials to job sites including over rough terrain.

See Human Resources for physical assessment form.