JOB DESCRIPTION

Coachella Valley Water District  Date: December 2006

TITLE: Facilities Location Technician III SECTON: Domestic Construction

DEPARTMENT: Operations  SRN: 26

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 III is the Lead-level class in this series. Incumbents are responsible for independently conducting location and leak detection activities throughout the District. This classification must possess a thorough knowledge of CVWD underground facilities, construction methods and materials, and location techniques and equipment. This classification is responsible for directing and assigning the work of other Facilities Location Technicians.

ESSENTIAL FUNCTIONS:

1. Plans and assigns work to Facilities Location Technicians. Reviews and inspects work in progress to insure satisfactory completion of assignments within time constraints. Receive and log potential problem areas for the technicians. Assigns and adjusts work schedule due to absences and emergencies.

2. Enforces District safety regulations and guidelines, trains Facilities Location Technicians in these procedures and makes sure that equipment is properly maintained and is used in a safe manner.

3. Deal tactfully and courteously with customers. Resolve customer complaints in a timely manner.

4. 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.

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

6. Reviews record drawings pertaining to daily work assignments.

7. Maintains records of USA transactions.
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ESSENTIAL FINCTIONS (Cont.):

8. Locates water valves for maintenance and operation crews.

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

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

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

12. Assist in the training of employees temporarily assigned to assist the Facilities Location section.

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

14. Advises the Engineering Drafting section of map discrepancies.

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

16. Maintain and file all USA records.

17. Coordinate with the Serviceworker division for accurate damage reports, keeps accurate records of all damage reports, and coordinates with the Claims division on all damages.

18. Drafts employee evaluations for those employees assigned to the section.

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 D2 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 three years experience equivalent to Facilities Location Technician I or similar work at a utility.

OR

APPROVED
Job Description
Date: 12/11/06
HR Dept.
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MINIMUM QUALIFICATIONS (Cont.):

If the candidate does not possess a Grade D2 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 eight years experience working as a Facilities Location Technician I or similar work at a utility.

Knowledge:
- Principles of supervision and training.
- 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.

Abilities:
- Supervise the work of a regularly assigned crew.
- Train assigned staff.
- Work independently using sound judgment when making decisions.
- 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.
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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.