



Thank you for your interest in pursuing a career with Bedford Water! We are looking for qualified candidates to fit our culture and fulfill our mission “To provide high quality water and wastewater services to the community.”

For this role, we are open to hiring someone at a trainee level with no experience or a locator in a similar position and with previous experience.

Please review the job descriptions in this document to see which one may be most suited to your skill set. You can select the bookmarks tab on the left-hand side to navigate through the job descriptions to find the one that best fits your experience.

When you apply, in the field asking which position you are applying for write either Trainee, Locator I, or II, based on your experience. Our hiring team will review applications and set up interviews with select candidates. After interviews, the hiring team will determine which candidate is best suited for the job and make a job offer at the level (Trainee thru Locator II) the person fulfills.

We are excited to review your accomplishments and thank you again for your interest in Bedford Water!

Utility Locator Trainee Job Description

Role:

Performs work locating facilities operated by the Authority, mapping water and sewer facilities and lines, and any work as apparent or assigned. This position reports to the Locating Supervisor.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Locates and marks underground utility lines for damage prevention, surveys, and VUPS tickets in compliance with the Miss Utility and the State Corporation Commission (SCC) requirements.
 - Codes Miss Utility tickets to report findings.
 - Performs research of utility line locations utilizing maps, plans, and records. Prepares and collects field information for the Geographical Information System (GIS) on the various Authority systems.
 - Utilizes vacuum excavation equipment as needed to locate and uncover facilities and in assisting other departments.
 - May respond to after hour emergency tickets and assistance.
 - Perform other duties as assigned by the Locating Supervisor.
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Minimum Qualifications

- High School diploma or GED
- Experience reading design plans and GIS maps
- Experience with locating equipment preferred
- Proficient in Microsoft Office®.
- Possess sufficient skills to efficiently and effectively gather, organize, and manipulate data from various sources.
- Experience with drafting and construction practices preferred.
- Possess strong human relations and communications skills so as to be able to effectively communicate with all parties involved in a project.
- Obtain certification in Underground Utility Locating and Damage Prevention within one year of hire.
- OSHA Confined Space and Trench Safety within six months of hire.
- VDOT Basic Work Zone training within one year of hire.
- Valid driver's license in the Commonwealth of Virginia.

Additional Information

- This position has no supervisory responsibility.
 - The position typically requires working Monday through Friday from 8:00 am to 4:30 pm with a thirty-minute lunch break.
 - This position may require work after hours and on weekends, and is subject to being on-call during the off-hours as may be needed for emergency locating.
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Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees walks or stands most of the time but may sit for some periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Loud

Employment Eligibility/Work Authorization Requirements:

Bedford Water is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature

Utility Locator I Job Description

Role:

Performs work locating facilities operated by the Authority, mapping water and sewer facilities and lines, and any work as apparent or assigned. This position reports to the Locating Supervisor.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Locates and marks underground utility lines for damage prevention, surveys, and VUPS tickets in compliance with the Miss Utility and the State Corporation Commission (SCC) requirements.
 - Codes Miss Utility tickets to report findings.
 - Verifies proper trace wire and electronic marker installations for new construction.
 - Performs research of utility line locations utilizing maps, plans, and records. Prepares and collects field information for the Geographical Information System (GIS) on the various Authority systems.
 - Utilizes vacuum excavation equipment as needed to locate and uncover facilities and in assisting other departments.
 - May respond to after hour emergency tickets and assistance.
 - Perform other duties as assigned by the Locating Supervisor.
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Minimum Qualifications

- High School diploma or GED
 - Minimum of one year of experience locating water and sewer utilities.
 - Experience reading design plans and GIS maps.
 - Working knowledge of locating equipment.
 - Certification in Underground Utility Locating and Damage Prevention within six months of hire.
 - OSHA Confined Space and Trench Safety training within six months of hire.
 - VDOT Basic Work Zone training within 6 months of hire.
 - Valid driver's license in the Commonwealth of Virginia.
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Additional Information

- This position has no supervisory responsibility.
- The position typically requires working Monday through Friday from 8:00 am to 4:30 pm with a thirty-minute lunch break.
- This position may require work after hours and on weekends, and is subject to being on-call during the off-hours as may be needed for emergency locating.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees walks or stands most of the time but may sit for some periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Loud

Employment Eligibility/Work Authorization Requirements:

Bedford Water is committed to employing only individuals who are authorized to or in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature

Utility Locator II

Job Description

Role:

Performs work locating facilities operated by the Authority, mapping water and sewer facilities and lines, and any work as apparent or assigned. This position reports to the Locating Supervisor.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Locates and marks underground utility lines for damage prevention, surveys, and VUPS tickets in compliance with the Miss Utility and the State Corporation Commission (SCC) requirements.
 - Codes Miss Utility tickets to report findings.
 - Verifies proper trace wire and electronic marker installations for new construction.
 - Performs research of utility line locations utilizing maps, plans, and records. Prepares and collects field information for the Geographical Information System (GIS) on the various Authority systems.
 - Conducts surveys in the field using GPS systems; records and collects data
 - Locates and interprets information from water and sewer design plans to accurately determine the location of utility assets in the field.
 - Utilizes vacuum excavation equipment as needed to locate and uncover facilities and in assisting other departments.
 - Mentors and assists with training to other locators.
 - May respond to after hour emergency tickets and assistance.
 - Perform other duties as assigned by the Locating Supervisor.
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Minimum Qualifications

- High School diploma or GED
 - Minimum of three years of experience locating water and sewer utilities.
 - Experience reading design plans and GIS maps.
 - Working knowledge of locating equipment, including utility line locator Pipehorn.
 - Certificate of underground utility locating training upon hire.
 - OSHA 10 Certification or equivalent training required within six months of hire.
 - VDOT Basic Work Zone training within 6 months of hire.
 - Valid driver's license in the Commonwealth of Virginia.
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Additional Information

- This position has no supervisory responsibility.
- The position typically requires working Monday through Friday from 8:00 am to 4:30 pm with a thirty-minute lunch break.

- This position may require work after hours and on weekends, and is subject to being on-call during the off-hours as may be needed for emergency locating.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees walks or stands most of the time but may sit for some periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Loud

Employment Eligibility/Work Authorization Requirements:

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Print Name

Date Signed

Signature