

Utility Locator Supervisor Job Description

Role:

Performs work supervising utility locating staff, researching, locating, surveying, and mapping water and sewer facilities and lines, planning and assigning work tasks, maintaining locating equipment and inventory, and any work as apparent or assigned. This position reports to the Director of Engineering. Supervision is exercised over assigned staff.

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.
 - Manages and updates the VUPS account, including updates to mapping grids for proper ticket notifications.
 - Plans, schedules, trains, oversees, and supervises the work of Utility Locators.
 - Coordinates facility inspections to verify locations and conditions for new services and transfer requests.
 - 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 Construction Manager.
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Minimum Qualifications

- High School diploma or GED; college coursework and/or an Associate's degree preferred.
- Six or more years of experience in overseeing utility locating operations, with three or more years of experience specific to water and sewer utilities, or a combination of equivalent education and experience.
- Proficient in Microsoft Office®.
- Experienced with working knowledge of locating equipment and GPS survey equipment; knowledge of Leica® GPS equipment and software preferred.
- Proficient in reading design plans and GIS mapping.
- Able to understand and recognize different types of VUPS tickets and positive response codes.
- Possess a basic understanding of common construction methods, utility installation and identify other types of utilities. Experience with drafting and construction practices preferred.

- Possess sufficient skills to gather, organize, and manipulate data from various sources efficiently and effectively.
- Possess strong human relations and communications skills so as to be able to effectively communicate with all parties involved in a project.
- Ability to make decisions related to the work and the work of others without input from management.
- Knowledgeable of current marking standards and regulations as provided by SCC and Virginia Code.
- Certified training in the Underground Utility Locating and Damage Prevention Act upon hire.
- Electromagnetic and Magnetomatic Locating training upon hire.
- OSHA Confined Space and Trench Safety training within six months of hire.
- Valid driver's license in the Commonwealth of Virginia

Additional Information

- This position has supervision responsibility over assigned staff. Responsibilities include rewarding, disciplining up to but not including termination; training; planning, assigning, and directing work; addressing complaints and resolving problems.
- 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 convey detailed or important instructions to others accurately, loudly or quickly and ability to hear detailed information through oral communication and/or to make fine distinctions in sound.

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:

The BRWA 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