

BELFOREST WATER SYSTEM

POSITION DESCRIPTION

POSITION TITLE	Locates & Compliance Technician	DEPARTMENT	Field Operations
REPORTS TO	Field Operations Manager	SALARY	Based on Experience
EFFECTIVE DATE	September 2018		

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included. A two-week (14 day) written notice of intent to terminate employment is required in order to receive payment for accrued paid time off (PTO).

POSITION SUMMARY

The Locates & Compliance Technician is a nonsupervisory, entry-level or intermediate-level position (depending on candidate's work experience and prior training) that will primarily require manual field work associated with water distribution system mains/lines in public rights-of-way and easements and will also occasionally require work in an office environment. This position reports to the Field Operations Manager and receives daily direction from the Field Operations Manager, Field Operations Superintendent, and other senior staff.

The individual in the position will primarily be responsible for the following duties:

- Accurately locating and marking the locations of buried water utility mains/lines using specialized electronic equipment and hand tools.
- Updating various records and assisting with the development, drafting, and maintenance of maps and other electronic data.
- Performing various tasks related to customers' water services and water meters. Example tasks include water service compliance inspections, manual water meter reads, water meter installation and removal, and service turn-ons/turn-offs.
- General labor as needed to assist experienced field operations staff with the operation, construction, maintenance, and repair of Belforest Water System's water utility lines, facilities, grounds, and equipment.

The successful candidate must possess the ability to work both alone and in teams locating and marking underground utilities and performing other work as directed. Accuracy is of high importance as failure to accurately identify locations of underground utilities can result in damage to equipment, injuries or death.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Acquire and promptly respond in the required timeframe to underground utility locate requests that are transmitted to Belforest Water System from Alabama 811 (www.al811.com) and to underground utility locate requests made by others.
- 2) Accurately locate and mark/flag the locations of buried water utility mains/lines using specialized electronic equipment and various hand tools and using available information provided by field operations staff in the form of system maps, construction drawings, miscellaneous diagrams and other electronic data.

- 3) Maintain inventory of locating and marking supplies, flags, paint, batteries for electronics.
- 4) Assist in the administration, sorting, filing and follow-up of underground utility locate requests.
- 5) Resolve questions or conflicts regarding locate requests, marking of lines, respond in a timely manner to remarking requests and emergency requests for assistance.
- 6) Use a laptop computer, handheld GPS device and smartphone to review maps and locations of underground utilities, to receive and respond to electrically-transmitted work orders, and to access company email.
- 7) Assist in the development, drafting and updates of miscellaneous diagrams, maps and electronic data regarding locations of Belforest Water System's underground systems.
- 8) Assist in installation and repair of new water main pipes, valves, hydrants, services, meters, and other assets of the water distribution system.
- 9) Perform or assist other staff in preventative maintenance of pipes, meters, hydrants, valves, facilities, and other corrective maintenance duties.
- 10) Perform or assist other staff with various tasks related to water meters and services, including water meter compliance inspections, water meter testing, remove and installing water meters, replacing and cleaning meter enclosures, manual meter reading, meter turn offs and turn ons, setting hydrant meters, documenting meter information, etc.
- 11) Assist with new development compliance inspections, water distribution system flushing and pressure monitoring, hydrant inspections, hydrant flow testing, valve exercising and pressure testing, water sampling and chlorination for new water mains.
- 12) Clean warehouse, jobsites, and facilities and assist with organization of material inventories, tools and equipment.
- 13) Maintain equipment and tools used in construction and maintenance activities; and assemble materials, tools, and equipment needed to perform job functions.
- 14) Under the direct supervision of experienced staff and after required training, operate construction and maintenance equipment such as excavators, backhoes, tapping equipment, and portable mud pumps.
- 15) Perform or assist with installation of erosion control measures and setting up jobsite safety and traffic control measures (ex: temporary signs, traffic barrels and cones, flashing lights, caution taping trenches, directing traffic).
- 16) Document preventive maintenance activities, problems with equipment, and other information.
- 17) Attends safety training classes and other approved training to advance professional development.
- 18) Perform other duties not described above from time to time as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- 1) Ability to attentively observe and obtain knowledge from more senior employees and to readily assist other employees when instructed to do so.
- 2) Ability to read, understand, and interpret documents, instructions, maps, safety rules, operating and maintenance instructions and procedure manuals and details written or spoken in the English language.
- 3) Ability to write coherent routine reports, complete time sheets and correspondence in the English language with proper grammar, spelling, and punctuation.

- 4) Ability to communicate orally and in written form using the English language with customers, other employees, and the general public.
- 5) Ability to adapt to frequent changes, delays or unexpected events and ability to exhibit objectivity, sound judgement and reasoning.
- 6) Ability to add, divide, subtract and multiply whole numbers and fractions and to apply basic algebra and geometry concepts.
- 7) Ability to make logical decisions based on available information and procedures.
- 8) Ability to carry out instructions provided in both oral and written form.
- 9) Ability to solve problems involving several concrete variables in a standardized situation.
- 10) Ability to have regular and predictable work attendance.
- 11) Knowledge of personal computing devices, the internet, and business/technical software such as Microsoft Word, Excel and Outlook.
- 12) Basic knowledge of potable water distribution systems components and utility construction.
- 13) Ability to perform basic maintenance tasks such as painting, cleaning, trimming shrubs, etc.
- 14) Ability to work in a confined space (tanks, wells, manholes) under the direction of experienced and qualified staff.
- 15) Ability to work around hazardous chemicals (caustic) and machinery in a safe manner.
- 16) Ability to interact with and maintain relationships between coworkers in a professional manner.
- 17) Ability to operate a service truck, ATVs, and tractors as needed to maintain lines, get supplies, and respond to requests.
- 18) Ability to use hand tools including shovels, wrenches, pry bars, hammers, probe rods, power tools (drills, cutoff saws, pneumatic tools) man hole picks, and post hole diggers.
- 19) Ability to commit time and resources to continuous learning and improvement.
- 20) Ability to communicate orally with a cross functional group of coworkers.
- 21) Ability to document work, material and daily maintenance procedures or work instructions through handwritten records and on the computer.
- 22) Ability to work safely and within procedure constraints as stipulated within company policy; capable of being trained to and safe working standards.
- 23) Ability to have regular and predictable work attendance.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Position requires a high level of commitment during working hours and off hours due to the continuous nature of reliability of service involved. Position may occasionally work odd hours and may be called in to work during off days as needed for emergency situations. After position has received sufficient on-the-job training and has demonstrated a high level of responsibility in the opinion of the Field Operations Manager, position may be added to the group of field operations staff whom perform 24-hour on-call standby duties for periods up to 14 consecutive calendar days. When on standby, the position will be expected to work as needed on weekends, holidays and after-hours performing duties that typically include responding to customer calls and dirty water/pressure complaints, leaks and other distribution system issues, treatment process problems, and other emergencies when they occur after hours.

Position is expected to spend approximately 85% of time in field and 15% of time in an office environment. Position requires walking, sitting, jumping, bending, and maintaining balance. Lifting demands could be 75 pounds or more intermittently. Reaching, squatting, twisting, swinging and stretching will be required when necessary to complete work tasks. Position will require extended periods of time standing or walking and may be subject to extremely hot or cold seasonal temperatures.

Belforest Water System may offer different forms of assistance to other utilities during emergencies and natural disasters. Mutual Assistance will require travel outside our service area to perform work that meets the skills of the employee for whatever position and skills that are needed to meet the request.

Environments and materials that will be encountered include:

- Untreated and treated water, groundwater, grease, oil, sludge, stormwater runoff, diesel fuel, gasoline, dust, pollen, soils
- Process chemicals including chlorine, lime, and orthophosphates
- Noxious odors
- Insects, including but not limited to, mosquitos, roaches, midges, flies and worms
- Enclosed spaces including, but not limited to, construction trenches, clearwells, pump station chambers, valve vaults, and water storage tanks
- Heights not to exceed 200 feet
- Office environments

MINIMUM QUALIFICATIONS / DESIRED QUALIFICATIONS

- High School Diploma or General Education Degree (GED)
- Six (6) months of prior related experience in a similar work environment, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Previous experience and/or training involving water utility installation/construction/repair, general maintenance work, and/or construction equipment operation is preferred.
- **Must possess and maintain a valid driver's license. Also, must be insurable with a clear driving record for the operation of system vehicles and equipment.**
- **Must pass a drug screen and criminal background check.**
- Must prepare for and strive to obtain a Grade I Water Distribution Certification after twelve (12) months of experience in the position and/or a Grade II Water Distribution Certification after eighteen (18) months of experience in the position.
- Six (6) months of experience in a similar work environment. Experience working for a public utility or in a utility construction related field is preferred.
- Some experience operating heavy equipment is desired, but not required.