



# City of Tempe

## UNDERGROUND UTILITY COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	135	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$20.010577
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$27.013942
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Utility Services Technician II+ (SBP)
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Service Maintenance

### DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from the Water Utility Supervisor or other supervisory/management staff. May provide functional and technical direction to utility maintenance staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of experience in the water distribution and waste water collection or comparable industry. Ability to read a quarter section map, as-built plans, and construction plans.
<i>Education:</i>	Equivalent to the completion of the twelfth grade.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver’s license.</li> <li>• Possession of a Grade I Distribution and Grade I Wastewater Collections Certification from the Arizona Department of Environmental Quality is preferred.</li> </ul>

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To locate water mains, water services, sewer mains, sewer taps, storm drains, irrigation lines, and reclaimed water lines using utility maps and locating equipment. To also locate water valves, meter boxes, and sewer manholes using locating equipment. To coordinate activities with the Blue Stake Center; to perform a variety of

technical activities in support of the Water Utilities Division crews, contractors, excavators and other utility companies. To perform mechanical finals from construction plans or as-builts as time permits.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Consult a variety of utility maps, as-built prints, construction plans and GIS system and other computer mapping systems.
- Operate various equipment including: line tracer, magnetic locator, dousing rod, and other locating equipment to locate water, sewer, storm drain, irrigation, and reclaimed water facilities in public streets, alleys, utility easements and other right-of-ways, public and private.
- Calculate distances to ensure exact locations of utilities; mark the location of utilities using locating equipment, paint, whiskers and stakes.
- Read and interpret quarter section maps to facilitate locating utility lines.
- Use appropriate safety equipment and procedures; exercise independent judgment.
- Operate a variety of specialized, sensitive equipment to locate utility lines, valves, and manhole covers in the right-of-way and utility easement.
- Prepare written documents and photographs verifying marked utilities after damage to City owned facilities and expedite claims for utility repairs. Interact with contractors, co-workers, and the general public to establish and maintain effective working relationships.
- Respond to emergency situations to give information and directions to contractors; City employees, and the general public to prevent further damage and lessen health and safety hazards.
- Check for visibility of Blue Stake markings at construction areas; inform construction crews and general public of any complications with Blue Stake markings; explain State laws to construction crews and the general public as necessary.
- Train other water and wastewater distribution personnel in the policies, procedures, equipment, and pertinent rules and regulations used in locating underground utilities – water, wastewater, storm drains, irrigation and reclaimed water.
- Report problems in the field that need correction; occasionally plan and direct the work of one or more utility maintenance crews.
- Review various forms, reports, correspondence, Blue Stake tickets such as routines, updates, recalls, emergencies, unknown line and damaged utility tickets.
- Conduct mechanical finals on new water systems or additions to the City's infrastructure.
- Conduct research and/or analyze data regarding excavation locations, construction prints, plat maps, as-built plans, and profile plans to determine actual running line of requested utilities.

- Use a camera for documentation of Blue Stake markings, damaged utilities and Division vehicles involved in accidents.
- Test and evaluate equipment for potential purchase; maintain locating equipment, line tracing equipment, magnetic locator, measuring equipment and hand tools; maintain daily logbook and prepare various reports including simple sketches and drawings.
- Attend contractor meetings and pre-construction meetings to provide utility marking information.
- Operate a personal computer and general office equipment.
- Log changes in GIS or other mapping systems and related software for water, wastewater, storm drains, reclaimed water and flood irrigation.
- Attend Blue Stake Committee and Divisional Safety meetings. Support the Utility Services crews and other City departments and divisions as needed.
- Act as liaison between the Corporation commission and all field activities relating to hit lines requiring an investigation.
- Provide a high level of customer service to the public.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- May lift weights up to 25 lbs.;
- Operate city vehicles (i.e. passenger car or pick up);
- Use tools (i.e. shovels and screwdrivers);
- Traverse uneven surfaces
- May climb stairways, ladders and elevated surfaces;
- Traverse long distances during workday with or without an accommodation;
- Operate computers, calculators and other office machines;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operations, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May work alone for extended periods of time.

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<p><b>JOB DESCRIPTION HISTORY</b></p> <p><i>Effective November 1988</i>  <i>Revised March 2002(Supervision)</i>  <i>Revised September 2006 (Job Duties &amp; Certs)</i>  <i>Revised May 2015 (Supervision)</i>  <i>Revised January 2016 (update entire job description)</i>  <i>Revised March 2019 (PW reorg – move to Engineering &amp; Transp. Dept.)</i></p>
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