

Department: Technical Services		Immediate Supervisor: Technical Services Superintendent	
Pay Group: Field	FLSA Status: Non-Exempt	Last Updated: 2/1/2024	
Pay Grade: 5			
Positions Supervised: N/A			
Position Summary			
Responsible for locating underground electric and water utilities per Gopher State One Call guidelines, performing emergency locates and performing locate meets. Provides support to other departments as needed.			

Essential Functions

1. Locates underground electric and water utilities per Gopher State One Call guidelines.
 - A. Communicates with contractors on specific utility locations.
 - B. Ensure all emergency locates are done prior to the ticket time.
 - C. Read and understand the parameters on a locate request; find and read the necessary mapping and prints.
 - D. Attach pictures to locate tickets to ensure accuracy.
 - E. Update markings as needed.

2. Provides support to other departments as needed.
 - A. Assist with electrical underground cable fault locating.
 - B. Assist with GIS mapping utilizing GPS equipment.
 - C. Assist with infrared scanning.
 - D. Assist with meter disconnects and reconnects.
 - E. Snow removal and general grounds maintenance.
 - F. Assist with vegetation management.

3. Performs other essential job duties.
 - A. Regular and timely work attendance.
 - B. Follow all safety procedures.
 - C. Participates in ongoing safety training.

Required Knowledge, Skills, and Abilities

- Knowledge of underground electric, water, and fiber utilities.
- Ability to efficiently use computer, word processing and spreadsheet software, phone, copier, and other standard office equipment.
- Ability to work independently.
- Ability to make decisions within policy and position parameters.

- Ability to effectively interact with supervisors, other employees, and customers.
- Ability to communicate effectively.
- Ability to interact with customers in a courteous and efficient manner.
- Ability to efficiently and safely operate construction type equipment.
- Ability to perform all required physical work.
- Ability to drive assigned vehicles and other construction equipment up to 100% of the time.
- Ability to lift 50lbs.

Minimum Qualifications

- High school diploma or equivalent
- Ability to locate within any weather conditions.
- Minimum of two years prior locating experience.
- Possess and maintain a valid Minnesota Class D driver's license and a safe driving record.

Preferred Qualifications

- 5 Years of locating electric, water, and/or fiber utilities experience.
- Infrared camera operating experience.
- Experience using Trimble and /or GPS equipment.
- Experience in project management.
- Possess a valid Class A commercial driver's license (CDL).

This Position Description is not intended to be all-inclusive. It is within Elk River Municipal Utilities' discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

This Position Description does not constitute a Contract of Employment.