

City of St. Charles Position Description 	<b>Electric Locator</b>			
	<b>Department</b>	Public Works	<b>Division</b>	Electric
			<b>Section</b>	Line
	<b>Full/Part Time</b>	Full Time	<b>Union</b>	IBEW
	<b>Reports to</b>	Electric Line Foreman	<b>Positions Supervised</b>	None
<b>FSLA Status</b>	Non-Exempt	<b>Salary Grade</b>	NA	

**Position Description Overview**

This position, under the general supervision of the Electric Line Foreman, is responsible for electric and communications facilities locating, in accordance with the Municipal Policy(s) of the City of St. Charles, the National Electrical Safety Code (NESC), the National Electrical Code (NEC), and all laws, codes and standards that apply to electric utility operations.

**Essential Job Functions**

*Standard*

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

*Position-Specific*

1. Provides locating services for electric, fiber, and communication system infrastructures using maps, magnetic devices, and electronic detection devices for City departments and as requested by the Joint Underground Location Information for Excavator (JULIE) system.
2. Performs system data acquisition and documentation activities. Prepares and assists in the maintenance of accurate utility records through compiling as-built drawings.
3. Performs watchman duties, as required, for contractors digging near critical infrastructure.
4. Communicates with contractors or City departments through physically marking utilities with flags or paint, face to face meetings, and phone conversations.
5. Works through all types of weather conditions.
6. Perform routine field inspections of customer installations (conduit installations, transformer foundations, for example) for compliance with City Code, National Electric Code, National Electric Safety Code and City of St. Charles Municipal Electric Utility standard practices. Communicate with customer, contractor, Line Foreman, or Engineering as appropriate regarding inspection results. Willingness to stop work and require corrections. Ability to explain work deficiencies and required remedies to customers and contractors.

7. Manage the Electric Utility tree trimming program. Review critical areas, prepare work prints, schedule contractors, manage contractors, review contractor work, review contractor invoicing, and monitor budget.
8. Manage landscape and pavement restoration activities related to Electric Utility work. Develop restoration maps, estimate quantities, review contractor work, and review contractor invoicing.
9. Assist in data collection activities, specifically for the GIS project.
10. Adheres to all City and industry safety standards.
11. Utilizes good judgment when applying paint to special hard services, paver brick driveways for example, or landscaping to minimize aesthetic impact while still meeting marking obligations.

**Additional Job Functions**

*Standard*

1. Contribute to a positive group environment by:
  - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
  - Participating in proactive team efforts to achieve departmental and City-wide goals;
  - Assisting other co-workers on special projects as required; and
  - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

*Position-Specific*

1. May be asked to operate a snow plow.

**Basic Requirements**

For successful performance in this position, the incumbent will need to demonstrate the following:

<b>Knowledge</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity and word processing.</li> </ol>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Understanding of electric utility operations, electric and communication infrastructure, locating tools and technologies, and general construction practices.</li> <li>2. Meets standard of “qualified person” with respect to opening energized electric equipment up to 35,000V.</li> <li>3. Familiarity with GIS based asset management systems.</li> </ol>

<b>Skills</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Effective file maintenance and organizational skills.</li> </ol>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>3. Ability to use technology, specifically handheld tablet devices, for the purposes of field data collection.</li> </ol>
<b>Abilities</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Ability to work within deadlines, prioritize assignments, and be available outside normal work hours, if necessary.</li> <li>2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.</li> <li>3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.</li> <li>4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.</li> <li>5. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.</li> <li>6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>7. Ability to speak and communicate clearly in an office environment.</li> <li>8. Ability to speak effectively before groups of customers or employees.</li> <li>9. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.</li> <li>10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.</li> <li>11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</li> <li>12. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.</li> <li>13. Possession of a valid CDL driver's license or obtaining such within six months of employment.</li> </ol>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Ability and willingness to respond to emergency calls twenty-four (24) hours a</li> </ol>

	<p>day, seven (7) days a week and carry a wireless communication device.</p> <ol style="list-style-type: none"> <li>2. Ability to use a personal computer and other tools and technology.</li> <li>3. Ability to read utility atlases and civil construction plans.</li> </ol>
<p><b>Education &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. High School Diploma or Equivalent.</li> <li>2. Two (2) years of utility locating experience.</li> <li>3. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.</li> <li>4. National Incident Management System (NIMS) training as required.</li> </ol>
<p><b>Physical/ Environmental Demands</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.</li> <li>2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>3. Ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc..</li> <li>4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</li> </ol> <hr/> <p><i>Position-Specific</i></p> <p>Moderate physical activity including:</p> <ol style="list-style-type: none"> <li>1. Ability to lift 50 pounds.</li> <li>2. Ability to walk long distances.</li> <li>3. Ability to get into and out of a truck up to 80 times a day.</li> <li>4. Ability to work safely under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, poor visibility, noise, heat, cold, rain, etc..</li> <li>5. Ability to perform manual labor under a variety of conditions, which may require walking, climbing, crawling, kneeling, stooping, standing, and/or sitting for extended periods of time.</li> </ol>

## Position Description Acknowledgement

**Position Title**

Electric Locator

**Revised/Updated**

12/26/2013

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date