

## JOB DESCRIPTION

**Job Title:** Utility Locate Technician  
**Reports To:** Utility Services Administrator  
**FLSA Status:** Non-Exempt  
**Department:** Operations Department  
**Date:** April 23<sup>rd</sup>, 2025

**Salary: \$40,000 - \$60,000**

### Summary:

Assist with performing utility locates and coordinate with other providers and contractors to locate and mark underground utilities in preparation for excavation for water line installation or repairs.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Locate Aqua water lines using available technologies and maintain locate markers.
- Meet with utility providers to locate and mark underground utilities.
- Assist with managing schedules, identifying resources, and allocating them accordingly for water meter installation services.
- Assist with organizing and coordinating the installation of new meters, acting as the intermediary between the customer, Customer Service, and the appropriate zone operator.
- Meet with contractors to coordinate locate activities for construction projects, to resolve problems, to verify liability for damaged utility lines, and/or to discuss complications or possible conflicts.
- Assist with developing and documenting standards, policies, and procedures for meter installations and utility locating operations. Assist with performing the more technical and complex tasks related to utility location and meter sets.
- Read and record GPS coordinates of Aqua distribution system equipment and infrastructure.
- Use utility maps, as-built engineering drawings, GIS data, and various locating equipment.
- Utilize stakes, flags, and/or paint to mark the location of underground utilities
- Review maps and as-built drawings to calculate distances and to determine the location of underground utilities.
- Coordinate daily locate activities and completed locates with field crews. Physically verify completed locates when necessary.
- Maintain a record of all utility locates and prepare any reports, forms, and memos required to document completed work, problems, resolutions, and recommendations.
- Investigate and prepare detailed written documentation on excavation(s) which result in damage to underground utilities.
- Monitor new construction to become familiar with the location of new utilities.
- Locate and report water leaks.
- Respond to call-out and on-call duties as necessary.
- Perform other tasks as designated by supervisory personnel.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High school diploma or equivalent. Minimum 3 year's experience as underground utility locator.

**Language Ability:**

Ability to read, analyze, and interpret common technical journals, written procedures, and instruction manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees. Bilingual, English and Spanish, preferred though proficiency with various translation software programs will be considered.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

**Other Knowledge, Skills, & Abilities:**

Utility locating practices and procedures; ability to operate instruments for acquiring GPS coordinates and associated data.

**Certificates and Licenses:**

Valid State of Texas Driver's License.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, and outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals; biological hazards; risk of electrical shock; and vibration. The employee is occasionally exposed to work in high, precarious places. The employee will frequently work in or around telecommunications equipment including handholes and manholes, high pressure/profile gas and petroleum lines, high pressure water lines and leaks, and heavy construction and excavating equipment. The noise level in the work environment is usually moderate.

**Physical Demands:**

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk long distances, stand, sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee may regularly lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.