

**MAJOR FUNCTION**

This is highly responsible technical and supervisory work in geographical information system (GIS) maintenance and city-wide utilities location and marking to protect utilities systems. The work involves supervising and coordinating the work of foremen who direct a staff of technicians who locate gas, electric, sewer and water utility lines, mains, and services for construction workers and for damage prevention.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Coordinates with utility owners or their designee and GIS staff to perform an after-action review of any mismarked or damaged utility incidents to determine the root cause in order to prevent similar incidents in the future. Reviews and approves redline submittals of changes to GIS. Designs and implements methods to insure that utilities locations are kept accurate and up to date. Coordinates with contractors, other utility areas, surveyors, and engineers, to locate utilities, aiding in their design and resolving conflicts regarding their location. Maintains supply inventory and insures that vehicles are maintained. Provides reports to the Public Service Commission on behalf of the Natural Gas Utility regarding hit and/or damaged gas lines and the root causes. Provides supervision and oversight of staff through performance monitoring and Operational Control (OC), as specified through Environmental Management System (EMS) locate procedures. Recommends the hire, transfer, promotion, grievance resolution, discipline or discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs other related work as required.

**Other Important Duties**

Operates a vehicle in heavy traffic areas. Schedules pre-final inspections. Performs other related work.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of geographic information systems. Knowledge of regulations relating to the construction and maintenance of utility systems. Knowledge of many types of metallic pipe location devices to include both inductive and conductive systems. Knowledge of the American Public Works Association (APWA) universal location and marking code. Ability to read engineering specifications and plans. Ability to operate GIS. Ability to work from and interpret construction plans, field notes, tie or record books, blueprints and drawings. Ability to make accurate, neat and legible representations of existing field conditions. Ability to perform a variety of administrative tasks pertinent to the operation of the damage prevention unit. Ability to prepare and maintain a variety of reports and records. Ability to communicate effectively, clearly, and concisely, orally and in writing. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships, as necessitated by the work. Ability to supervise subordinates in a manner conducive to full performance and high morale. Skills in the operation of electronic service locators, Global Positioning System (GPS) equipment. Skill in the use of personal computers and associated applications and programs necessary for successful job performance.

**Minimum Training and Experience**

Completion of a two-year vocational or college level program in computer drafting, computer science, geography, cartography, land surveying and mapping, geometrics, engineering technology or a related field, and two years of technical experience that includes work in two of the following areas: computer aided drafting, Geographical Information System/Global Positioning System (GIS/GPS),

surveying, locating underground utilities, utility mapping, construction inspection, or engineering technology; or an equivalent combination of training and experience. Two years of supervisory experience is required and may be part of the required experience or another portion of the applicant's work history.

Necessary Special Requirements

Incumbents of designated positions must possess a valid Class E State Driver's License at the time of appointment.

Established: 09-15-16