

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **FIELD LOCATOR TECHNICIAN I / II / SENIOR  
– CONSTRUCTION**

**GRADE LEVEL:** E8 / E12 / E14

**SUPERVISOR TITLE:** Field Distribution Operator Foreman - Construction

**FLSA STATUS:** [ ] Exempt [X] Non-Exempt

**BARGAINING UNIT:** [X] RCWDEA [ ] RCWD MPCEA

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**DEFINITION**

Under general supervision to perform a variety of specialized duties, locating of the districts distribution system and appurtenances, assisting in mainline repairs and meter installations

**CLASS CHARACTERISTICS**

**Field Locator Technician I**

This is the entry-level position in the field locator technician class series. Positions assigned to this level perform limited or routine locating duties under close supervision. Although employees in classifications at this level may be in a training capacity, such position requires previous work experience in the applicable field, or one (1) to two (2) years of increasingly responsible public utility knowledge and experience. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

**Field Locator Technician II**

This is the journey level position in the field locator technician class series. Positions assigned to this level perform a full range of locating duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

### **Senior Field Locator Technician**

This is the lead or advanced journey level in the field services locator class series. Positions assigned to this level provide direction to lower level staff including assigning, directing, and reviewing the work of staff. Incumbents assigned to this level perform the more complex and difficult tasks and assignments. Positions at this level are distinguished from those in the lower level classification of Field Locator Technician I/II by the independence with which they perform their duties of handling the most difficult and complex work or by performing lead work

#### **EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

- ✎ Assist in maintaining repairing and/or rebuild meter services
- ✎ Conduct traffic control as needed
- ✎ Maintain vehicles with proper fuels and oils and maintain all equipment, tools, pumps, and lights
- ✎ Maintain and paint fire hydrants, air-vacs, and valves
- ✎ Repair and rebuild fire hydrants and valves
- ✎ Generate underground service location reports
- ✎ Assist in mainline, meter, air-vacs, and hydrant leaks repairs
- ✎ Assist with maintenance of District facilities
- ✎ Locate District utility service locations as requested by other companies or agencies to include pipeline, copper and Orangeburg services, air-vacs, and fire hydrant runs
- ✎ Perform related duties as assigned

#### **QUALIFICATIONS**

##### **Field Locator Technician I**

##### **Knowledge of:**

- ✎ Standard utility construction techniques and principles
- ✎ Basic mechanical principles
- ✎ Proper work safety standards

##### **Ability to:**

- ✎ Operate related equipment
- ✎ Read blue prints, blue lines and as-builts
- ✎ Read, understand, and comply with District safety policies and procedures
- ✎ Follow written and oral instructions and work effectively with other crewmembers

- ✎ Basic computer skills

## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** One (1) or more years of water distribution knowledge and experience preferably with a public utility

**Training:** Any combination of formal or informal training and education that provides the ability to read or write at a level required to perform the assigned duties

### **Licenses and Certificates:**

- ✎ Grade D1 Water Distribution Certificate – SWRCB, required
- ✎ Trench Shoring/Confined Space, Traffic Control, First Aid, and Utility Locator Certificate, required or obtain within one (1) year
- ✎ Valid California driver's license, required

*In addition to the qualifications for **Field Locator Technician I:***

### **Field Locator Technician II**

#### **Knowledge of:**

- ✎ District sites and facilities
- ✎ Advanced water distribution systems and meter equipment and systems
- ✎ Specialized pipeline locating equipment
- ✎ Advanced utility construction techniques and principles
- ✎ District policies and procedures related to customer service and customer relations
- ✎ Perform geographic Information System (GIS) analyses
- ✎ Applicable laws, codes and regulations

#### **Ability to:**

- ✎ Operate related equipment
- ✎ Diagnose problems (i.e.; leaks and/or equipment failure) and provide effective solutions
- ✎ Use laptop computer to read and understand blueprints and as-builds
- ✎ Diagnose, troubleshoot and solve complex pipeline locates

## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Two (2) or more years of increasingly responsible public utility knowledge and experience, or two years of experience as a Field Services Locator I

**Training:** Any combination of formal or informal training and education that provides the ability to read or write at a level required by the assigned duties.








### **Licenses and Certificates:**

-  Valid California driver's license, required
-  Grade D2 Water Distribution Certificate – SWRCB, required
-  Grade T1 Water Treatment Certificate – SWRCB, required
-  Traffic Control Certificate, required
-  Trench Shoring / Confined Space Certificate, required
-  First Aide Certificate, required
-  Utility Locator Certificate, required





*In addition to the qualifications for **Field Locator Technician II:***

### **Senior Field Services Locator Technician**

#### **Knowledge of:**

-  District sites and facilities
-  Advanced water distribution systems and meter equipment and systems
-  Specialized pipeline locating equipment
-  Advanced utility construction techniques and principles
-  District policies and procedures related to customer service and customer relations
-  Perform advanced geographic Information System (GIS) analyses
-  Applicable laws, codes and regulations

#### **Ability to:**

-  Operate related equipment
-  Diagnose problems (i.e.; leaks and/or equipment failure) and provide effective solutions
-  Use laptop computer to read and understand blueprints and as-builds
-  Diagnose, troubleshoot and solve complex pipeline locates

- ✎ Coordinate location services in cooperation with contractors, other agencies, and customers, and or other concerned parties. Meets and confers with representatives of utility companies, contractors, public agencies, and the general public. Answers citizen complaints and request for information
- ✎ Maintain relationships with contractor management, city and county officials, including other municipalities or agencies
- ✎ Review plans and drawings with District staff for the solution of special locations, problems, and conditions
- ✎ Perform technical support for facilities locating staff. Receive, review and distribute Underground Services Alert (USA) tickets. Train lower level staff, and review work performed
- ✎ Provide technical supervision in the field of independent contractors performing potholing and utility verification work
- ✎ Respond to leaks during regular business hours. Verify source of leak, and determine ownership of the leak (customer, RCWD, other agency). Dispatch USA ticket and mark out RCWD appurtenances and waterlines
- ✎ Perform all specialized locating and general research from Engineering (drawing verification, future installation mapping< setting up field meetings and verifications, Respond to emergency locates)
- ✎ Locate other utilities on District property as directed

### **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) or more years of increasingly responsible public utility knowledge and experience, in the field of locating

**Training:** Any combination of formal or informal training and education that provides the ability to read or write at a level required by the assigned duties

### **Licenses and Certificates:**

- ✎ Valid California driver's license, required
- ✎ Grade D2 Water Distribution Certificate - SWRCB, required
- ✎ Grade T1 Water Treatment Certificate – SWRCB, required
- ✎ Traffic Control Certificate, required
- ✎ Trench Shoring / Confined Space Certificate, required
- ✎ First Aide Certificate, required

- ✎ Utility Locator Certificate, required

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

### **OTHER REQUIREMENTS**

- ✎ May be required to work nights, weekends, Holidays and overtime, as necessary
- ✎ May also be required to serve on standby duty as assigned by management

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date