



City of Tempe

UNDERGROUND UTILITY COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	135	<i>Department:</i>	Engineering & Transportation / Municipal Utilities
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Underground Utility Coordinator
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from supervisory and/or management staff.
 May provide functional and technical direction to maintenance staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience in the water distribution and wastewater collection, intelligent transportation systems, information systems, or comparable industry.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	Possession of a valid driver's license. <u>When assigned to Municipal Utilities:</u> <ul style="list-style-type: none"> ● Possession of a Grade 1 Distribution and Grade 1 Wastewater Collections Certification from the Arizona Department of Environmental Quality is preferred. <u>When assigned to Engineering and Transportation:</u> <ul style="list-style-type: none"> ● Possession of, or required to obtain within six (6) months of hire date, a Work Zone Safety International Municipal Signal Association (IMSA) Certification.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform technical work locating and marking underground city utilities using maps, blueprints, GIS systems, and electronic equipment. To coordinate activities with the Blue Stake Center; to perform a variety of technical activities in support of the department crews, contractors, excavators, and other utility companies. To perform mechanical finals from construction plans or as-builts as time permits. When assigned to the Water Utility Division, to locate water mains, water valves, meter boxes, water services, sewer mains, sewer manholes, sewer taps, storm drains, irrigation lines, and reclaimed water lines using utility maps and locating equipment.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Consult a variety of utility maps, as-built prints, construction plans, and GIS system and other computer mapping systems.
- Operate various equipment including: line tracer, magnetic locator, dousing rod, and other locating equipment to locate water, sewer, storm drain, irrigation, reclaimed water facilities, intelligent transportation system lines and fiber optic cabling, and information systems communication fiber optic cabling in public streets, alleys, utility easements and other rights-of-way, public and private.
- Calculate distances to ensure exact locations of utilities; mark the location of utilities using locating equipment, paint, whiskers, and stakes.
- Read and interpret quarter section maps to facilitate locating utility lines.
- Use appropriate safety equipment and procedures; exercise independent judgment.
- Operate a variety of specialized, sensitive equipment to locate utility lines, valves, and manhole covers in the right-of-way and utility easement.
- Prepare written documents and photographs verifying marked utilities after damage to City owned facilities and expedite claims for utility repairs. Interact with contractors, co-workers, and the general public to establish and maintain effective working relationships.
- Respond to emergency situations to give information and directions to contractors; City employees, and the general public to prevent further damage and lessen health and safety hazards.
- Check for visibility of Blue Stake markings at construction areas; inform construction crews and general public of any complications with Blue Stake markings; explain State laws to construction crews and the general public as necessary.
- Train other personnel in the policies, procedures, equipment, and pertinent rules and regulations used in locating underground utilities.
- Report problems in the field that need correction; occasionally plan and direct the work of one or more utility maintenance crews.
- Review various forms, reports, correspondence, Blue Stake tickets such as routines, updates, recalls, emergencies, unknown line and damaged utility tickets.

- Conduct mechanical finals on new water systems or additions to the City’s infrastructure.
- Conduct research and/or analyze data regarding excavation locations, construction prints, plat maps, as-built plans, and profile plans to determine actual running line of requested utilities.
- Use a camera for documentation of Blue Stake markings, damaged utilities and Division vehicles involved in accidents.
- Test and evaluate equipment for potential purchase; maintain locating equipment, line tracing equipment, magnetic locator, measuring equipment and hand tools; maintain daily logbook and prepare various reports including simple sketches and drawings.
- Attend contractor meetings and pre-construction meetings to provide utility marking information.
- Log changes in GIS or other mapping systems and related software for water, wastewater, storm drains, reclaimed water and flood irrigation.
- Attend Blue Stake Committee and Divisional Safety meetings. Support the Utility Services crews and other City departments and divisions as needed.
- Act as liaison between the Corporation commission and all field activities relating to hit lines requiring an investigation.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- May lift weights up to 25 lbs.;
- Operate city vehicles (i.e. passenger car or pick up);
- Use tools (i.e. shovels and screwdrivers);
- Traverse uneven surfaces
- May climb stairways, ladders and elevated surfaces;
- Traverse long distances during workday with or without an accommodation;
- Operate computers, calculators and other office machines;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operations, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised March 2002(Supervision)</i> <i>Revised September 2006 (Job Duties & Certs)</i> <i>Revised May 2015 (Supervision)</i> <i>Revised January 2016 (update entire job description)</i> <i>Revised March 2019 (PW reorg – move to Municipal Utilities Dept.)</i> <i>Revised September 2019 (added when assigned to Eng and Transp. Dept.)</i> <i>Revised February 2022 (new benchmark)</i></p>