

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Utilities Inspector/Locator	Job Family: 6
General Classification: Front-Line	Job Grade: 19

Definition: To locate and mark water, wastewater, storm, landfill gas, reclaimed water, overlay projects, traffic loop system, and street lighting utilities prior to construction; and to provide utilities inspection services for construction, including cathodic protection installation testing and record maintenance.

Distinguishing Characteristics: Receives general supervision from the Utilities Systems Supervisor.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Review building site plans, excavation permit requests, and subdivision tentative and final maps.
2. May train personnel in the use of utility location equipment and in the standard procedures related to this equipment.
3. Locate and mark various utility service lines for contractors before the start of construction.
4. Maintain records and generate reports on work in progress and general construction operations.
5. Coordinate and prioritize work with other departments, divisions, sections, and utilities.
6. Participate in analysis, development, and review of section activities and objectives.
7. Ensure compliance with all City inspection requirements.
8. Certify the acceptability of each project upon its completion and sign and date City pink permit cards for utilities projects.
9. Ensure compliance with applicable utility rules, codes, and safety regulations.
10. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Established standards and procedures pertaining to the installation, operation, maintenance, and repair of water, wastewater system facilities, and street construction practices; function, quality, and characteristics of all materials and supplies used in a water/wastewater system utility; symbols and terminology used in engineering plans and other descriptive materials related to water and wastewater system facilities; cathodic protection standards, testing techniques, troubleshooting, and instrument maintenance; construction methods, principles, and practices, including use of tools and instruments; City policies, standards, and procedures; OSHA requirements pertaining to water/wastewater systems; principles and practices of safety related to areas of assignment; layout of City and location of all water mains, sewers, storm drains, and related facilities; basic street lighting circuitry and related traffic lighting and traffic loop systems; and proper use and maintenance of locating equipment for inductive and conductive locating purposes.

Ability to: Interpret policies, standards, and procedures related to water/wastewater system maintenance; identify and describe material resources required for the completion of water/wastewater system maintenance projects; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; properly evaluate and determine acceptability of various construction installations; and work independently and coordinate schedules between all areas of responsibility, including the Public Works Department, Engineering Division.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Experience equivalent to two years as a Utility Locator or Utilities Worker II. Education equivalent to the completion of the 12th grade supplemented by construction trade courses related to the installation and maintenance of sewer and storm drain systems and water mains and services.

Required Licenses or Certificates: Possession of a valid California Class C Driver License. Possession of either a California State Water Resources Control Board Water Distribution Grade 1 Certificate or a California Water Environment Association Collection System Maintenance Grade 1 Certificate at the time of hire. Possession of both aforementioned vocational certificates within 12 months of appointment.

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Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Established: October 1991

Revised: September 2023

HRD/CLASS SPECS

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