



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Utility Locator and Facilities Support**
 Job Family: **Maintenance**
 Prepared/Revised Date: **February 22, 2024**

FLSA Status: **Non-Exempt**
 Pay Range: **MT20H**
 Job Code: **61205**

SUMMARY: Responsible for performing activities related to utility locating and related documentation. Locate underground utilities and perform field measurements, utilizing stakes, flags and/or paint to mark location of underground utilities. Maintain the district's locate database and monitor and receive notifications from the Customer Support Center Lead. Collaborate with CAD/GIS Specialist to collect and properly document GPS and survey data.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Locate underground utilities utilizing maps, drawings, GIS data, and various pipe and electronic locating equipment. Perform field measurements and utilize stakes, flags and/or paint to mark location of underground utilities.	D	35%
2. Administer and maintain the utility locate database. Receive notifications from the Customer Support Center Lead, verify addresses, generate locate forms, and contact external contractors when applicable. Adhere to federal regulations regarding documentation, filing, and record keeping.	D	25%
3. Collaborate with the CAD/GIS Specialist for transition of digital and hard copy maps into the utility database. Field verifies all existing utilities and related infrastructure.	D	10%
4. Support the Operations Department in custodial and outdoor services as needed.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Utilize GPS and survey equipment to locate utility and other related infrastructure; properly document GPS and survey data.	W	10%
7. Coordinate with Construction Services on the locating of new utilities and existing utilities at sites undergoing remodels, renovations, and/or new construction.	W	5%
8. Convey verified utility information to the CAD/GIS Specialist to ensure update of the utility database. Prepare electronic and hand-written notes and sketches of utilities shown incorrectly on maps and drawings.	W	4%
9. Respond to emergency utility locate requests received through UNCC. Work on-call to respond to after-hours emergency utility locate requests.	W	4%
10. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Trained in locate services or able to complete tasks individually within 60 days of hire

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid driver's license
- Must meet District driver insurability requirements

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Ability to read and interpret utility maps, blueprints, and as-built civil engineering drawings
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a cell phone, be on call and/or respond to calls 24/7
- Ability to float between and support Operations departments as needed
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with a wide variety of utility location equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Outdoor Services Manager	
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell		X		X



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	