

Water Authority Position Description

LINE LOCATION SUPERVISOR

Status	Position Code	Level	Date
APPROVED	LLSV	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PLAN, ASSIGN, DIRECT AND INSPECT THE LINE LOCATION ACTIVITIES RELATING TO THE WATER AUTHORITY'S WATER DISTRIBUTION AND WASTEWATER COLLECTION SYSTEMS TO PREVENT DAMAGE TO LINES.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATES DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN WATER/WASTEWATER TECHNOLOGY, ENGINEERING, GIS, INFORMATION TECHNOLOGY OR RELATED FIELD, PLUS FIVE (5) YEARS WATER OR WASTEWATER OPERATIONS AND MAINTENANCE AND/OR UTILITY ASSET MANAGEMENT OR UTILITY LINE LOCATING EXPERIENCE, TO INCLUDE ONE (1) YEAR OF COMPUTER EXPERIENCE WORKING WITH DATABASES, SPREADSHEETS OR RELATED SOFTWARE. EXPERIENCE LOCATING WATER AND SEWER LINES PREFERRED

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.
POSSESSION OF NEW MEXICO WATER SUPPLY LEVEL 3 CERTIFICATE AT TIME OF HIRE. MUST OBTAIN WATER SUPPLY LEVEL 4 CERTIFICATE WITHIN SIX (6) MOS.

SUPERVISION RECEIVED/EXERCISED

RECEIVES DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.
SUPERVISE ASSIGNED SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. MAINTAIN UTILITY-WIDE RECORDS OF UTILITY LINE LOCATIONS AND FORWARD TO OTHER UTILITY STAFF AS NECESSARY.
2. DOWNLOADS REQUESTS FROM CONTRACTORS OR REPRESENTATIVES OF OTHER AGENCIES THROUGH THE NEW MEXICO ONE-CALL SYSTEM TO LOCATE WATER AND SEWER LINES. GENERATES WORK ORDER BASED UPON REQUESTS AND SCHEDULES LINE LOCATING STAFF.
3. RESEARCH VARIOUS MAINTENANCE OR REPAIR PROBLEMS IDENTIFIED DURING LINE LOCATION OPERATIONS SUCH AS DAMAGE TO LINES AND REPORTS TO APPROPRIATE STAFF.
4. RESPONSIBLE FOR THE ACCURATE DATA ENTRY OF WORK ORDERS.
5. ENSURES ELECTRONIC LOCATING EQUIPMENT IS SERVICEABLE AT ALL TIMES AND PERFORMS OR ARRANGES FOR REPAIR.
6. PREPARES REPORTS ON NUMBER OF LINES LOCATIONS, CONTRACTOR PERFORMING EXCAVATIONS, OR OTHER INFORMATION.
7. USES GEOGRAPHIC INFORMATION SYSTEM (GIS) OR OTHER SOFTWARE TO CREATE AND UPDATE MAPS WITH ACCURATE LINE LOCATION INFORMATION.
8. RESEARCH AND RESPOND TO INFORMATION REQUESTS FROM RISK MANAGEMENT ADJUSTORS REGARDING CLAIMS AND LOSSES. 9. INSPECT WORK OF FIELD STAFF AT JOB OR CONSTRUCTION SITES.
10. ENSURE EFFICIENT ROUTING OF LINE LOCATING STAFF TO MINIMIZE TRAVEL TIME.
11. ADJUST SCHEDULES AND ASSIGNMENTS TO MEET RESPONSE REQUIREMENTS OF THE WATER AUTHORITY OR FROM NEW MEXICO ONE-CALL SYSTEM.
12. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. ATTEND MEETING WITH CONTRACTORS, DESIGNERS/ENGINEERS, TRAFFIC CONTROL AND OTHER STAKEHOLDERS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
3. CONDUCT WEEKLY SAFETY MEETINGS.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS OF WATER AND SEWER LINES AND EQUIPMENT USED TO LOCATE LINES
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
COMPUTER PROGRAMS USED TO CREATE AND UPDATE WORK ORDERS AND MAPS
PROCEDURES OF BARRICADE AND CONCRETE ORDERING AND BILLING
EQUIPMENT, FACILITIES, OPERATIONS AND REPAIR OF A WATER AND WASTEWATER UTILITY
METHODS AND TECHNIQUES OF RECORD KEEPING, DATA COLLECTION AND ANALYSIS
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

SUPERVISE, ORGANIZE, AND REVIEW THE WORK OF SUPPORT STAFF
REVIEW AND INTERPRET MAPS, AS-BUILT DRAWINGS, DESCRIPTIONS AND BLUE PRINTS.
CONDUCT FIELD INSPECTIONS AND ENSURE SAFETY COMPLIANCE
COLLECT AND ANALYZE TECHNICAL DATA AND RECOMMEND CORRECTIVE ACTIONS
RESEARCH VARIOUS MAINTENANCE OR REPAIR PROBLEMS AND CONFER WITH FIELD CREWS TO DETERMINE ADDITIONAL NEEDS FOR REPAIR
PERFORM A VARIETY OF ADMINISTRATIVE DUTIES, INCLUDING ENSURING EQUIPMENT IS IN WORKING ORDER
MAINTAIN ACCURATE AND CURRENT RECORDS AND REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT AND FIELD LOCATIONS. OCCASIONALLY WORKS OUTSIDE IN EXTREME WEATHER CONDITIONS, WITH TEMPERATURES RANGING FROM FREEZING TO ABOVE 100 DEGREES. FREQUENTLY AROUND HEAVY UTILITY CONSTRUCTION SITES AND EQUIPMENT; HEAVY TRAFFIC ZONES. MUST FOLLOW ALL SAFETY REQUIREMENTS FOR PERSONNEL PROTECTIVE EQUIPMENT, CONFINED SPACES, ETC.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS SITTING FOR PROLONGED PERIODS OF TIME. ABILITY TO OPERATE SMALL TRUCKS/VEHICLES AND USE LINE LOCATING EQUIPMENT WEIGHING UP TO 30 POUNDS.