

NOTICE OF JOB OPENINGS

February 3, 2023

JOB CLASSIFICATION: Water Distribution Locator

The Benton Utilities Water Distribution Department is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

Starting hourly wage: \$18.65 to \$27.45 (\$38,792 to \$57,096)

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available online at <https://www.bentonutilities.com/personnel>

Applications will be accepted until 4:00 p.m. Friday, February 10, 2023, or until filled.

**BENTON UTILITIES
JOB DESCRIPTION**

JOB TITLE: Locator	DATE: 07/21
DEPARTMENT: Water	GRADE: 8
DIVISION: Benton Utilities	FLSA STATUS: Non-exempt
REPORTS TO: Water Distribution Manager	EEO CATEGORY: Service/Maintenance

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: Responsible for determining the exact location of underground power lines, and water and sewer mains to prevent damage during construction.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

ESSENTIAL JOB FUNCTIONS:

1. Locates water mains, sewer lines, force mains & electric lines using measurements, maps, and special locator equipment.
2. Assists other utilities, homeowners, builders, and contractors in locating buried utility lines.
3. Keeps and updates utility records and maps both paper and computer.
4. Utilizes locate tickets and computer software for workday scheduling.
5. Contact person(s) requesting location services to determine the site and extent of excavation to be performed.
6. Confers with customers or contractors and explains potential hazards and assists with possible alternatives.
7. Enters all required information into the locate tickets, maintaining copies for Benton Utilities records.
8. Coordinates work on utility relocations with resident or contractor to keep locates current during construction.

9. May be required to work non-standard hours, including overtime, emergencies, and adverse weather conditions.
10. Perform any other related duties as required or assigned.
11. Maintain equipment used including locate machine, computer, truck, and other items.

Budget Responsibility: \$ N/A Annual dollars
Facilities and Equipment Responsibility: \$ 150,000 Total value

SUPERVISION RESPONSIBILITIES: None

EDUCATION: High school diploma or GED, plus specialized schooling and/or on the job education in a specific skill area, e.g., data processing, clerical/administrative, equipment operation, etc. plus 2 years related experience and/or training. Or equivalent combination of education and experience.

ACCEPTABLE EXPERIENCE or TRAINING REQUIRED:

Must possess and maintain a valid Arkansas Drivers' License. Two (2) years experience with Benton Utilities water distribution, wastewater collection system, electric power distribution, or acceptable alternative.

MINIMUM QUALIFICATIONS:

High school diploma or GED plus two (2) years experience and/or training

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Ability to utilize common sense understanding in order to carry out written, oral, or diagrammed instructions.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to perform daily routine work alone, referring all questionable issues to the supervisor.

Ability to walk for long periods of time.

Ability to follow instructions and complete tasks as assigned.

Ability to plan time, method, manner, and/or sequence of performance of own work.

Knowledge of the following software: contact management, database, Microsoft Office Word, Excel, and PowerPoint

Knowledge of practices, equipment and techniques related to underground location.

Knowledge of reading blueprints, schematics, and City maps.

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Yes	No
Lifting (lbs.)	50	
Carrying (lbs.)	50	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working with a ladder)	X	
Use of hands to finger, handle, or feel	X	
Physical Coordination (simultaneous use of hands, arms, feet, and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	
Distant Visions (Clear at 20 feet or more)	X	
Color Vision	X	
Depth Perception	X	
Hearing	X	

WORK ENVIRONMENT:

The environmental conditions marked below are common for this job.

	Yes	No
Outdoor weather conditions	X	
Wet, Humid conditions (non-weather)	X	
Work near moving mechanical parts	X	
Work in high, precarious places		X
Fumes or dust	X	
Toxic or caustic chemicals	X	
Extreme Heat (non-weather over 90° F)	X	
Low noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	X	
Loud noise (e.g., jackhammer, heavy motorized equipment)	X	