



CITY OF GRIMES SEEKS UTILITY LOCATOR

The City of Grimes seeks a detail oriented, service-minded Utility Locator to locate utilities to ensure contractors and citizens have knowledge of these underground items prior to digging and help protect the integrity of public and utility infrastructure. The Utility Locator will also operate various snow and ice removal equipment for City streets and sidewalks during the winter season. Pay starts at \$26.83 per hour.

TO APPLY:

All job offers are subject to background check and pre-employment physical. For consideration, submit a completed application, resume, and cover letter to the City of Grimes website:

<https://www.grimesiowa.gov/Jobs.aspx>

Materials will be reviewed as they are submitted. The deadline for submitting applications is **11:59 P.M., Sunday, February 12, 2023**. Positions will remain open until filled, and interviews may be scheduled before the closing date, so apply now!



City of Grimes Job Description

A. Position Title Location

Utility Locator	Public Works Facility
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B. Job Specifications

<input checked="" type="checkbox"/> Regular, Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Seasonal, From: Click here to enter text.
Department:	Department 71, Streets	To: Click here to enter text.
Reports to:	Field Operations Superintendent	Bargaining Unit: AFSCME
Post Offer Testing:	Click here to enter text.	FLSA: Non-Exempt
Civil Service:	N/A	Hourly/Monthly Pay: \$26.83

C. Job Description Summary

Under the general supervision of the Field Operations Superintendent, the Utility Locator is responsible for locating utilities to ensure contractors and citizens have knowledge of these underground items prior to digging and to protect the integrity of public and utility infrastructure. During the winter season, operates various types of snow and ice removal equipment for City streets and sidewalks including but not limited to: truck plows, snow blowers, and shovels.

D. Routine Job Duties/Responsibilities

<p><i>Description of duty: Do not include if less than 5% of time unless essential. Be specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i></p>
Locates water, and sewer mains, service lines, stop boxes, electric lines, traffic signals, fiber optic lines, and street lights for protection of underground facilities and to protect the integrity of public and utility infrastructure.
Develops and maintains locate request system, records, and process for ensuring accurate and timely locates.
Resolves any and all customer issues relating to locating problems.
Resolves after hours emergency locates and responds to other emergency and on-call situations for the Public Works Department consistent with City policy.
Operates various vehicles and equipment such as: utility locator, street sweeper, backhoe, asphalt paver, loaders, mowers, tractors, power tools and hand tools.
During winter snow events, operates various snow and ice removal equipment for City streets and sidewalks including but not limited to: truck plows, snow blowers, and shovels.
Performs other duties and responsibilities as assigned.

E. Periodic Job Duties/Responsibilities

Attends safety meetings and seminars as required and promotes workplace safety. Follows all City and department safety policies and procedures. May work independently with minimal supervision or act as lead person on small crews.

F. Qualifications

Education/Experience:	High School Diploma or GED. Associate's Degree or technical training preferred. Two years' experience in utility locating, operation and maintenance of light and medium construction equipment or additional skills, training or education.
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Skills:	Confident in the use of computers and tablets with GIS experience or the ability to be trained in software required to complete the functions of the position.
Knowledge	Ability to read various maps, plats, and construction plans, and ability to use and operate electronic mapping systems and record keeping and related electronic devices.
Licenses/Certifications:	Valid Iowa CDL-B for straight trucks over 26,000GVW with endorsements for air brakes and tanker within six months of employment.
Other:	Ability to communicate effectively in either oral (either in person or over the phone) and in writing (using electronic devices and handwritten) in English with other employees, business, and community members.

G. Working Conditions

Lifting Requirements: (Refer to Glossary of Terms)	Heavy work, exerting up to 100lbs of force occasionally, up to 50lbs of force frequently, up to 20lbs of force constantly to move objects.
Physical Requirements: (Refer to Glossary of Terms)	Stand or sit, walk and stand for long periods on different surfaces (including walkways, trails, stairs, and undeveloped areas) ability use hands/fingers, climb or balance, stoop, kneel, crouch or crawl, talk/hear, see, push/pull, reach and repetitive motion.
Safety Hazards: (Refer to Glossary of Terms)	Exposure to extreme temperatures, wet/humid conditions, dust, fumes, noise, vibration, mechanical hazards.

H. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This job description is not to be construed as a contract for employment.

I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> Reference Check	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Credit History	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Education/License Credentials	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Criminal Records	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Employment Verification	Click here to enter text.	Click here to enter text.

J. Review

Compensation Review/Approval	Date:
City Administrator/Department Director Signature	Date:
Reviewed with Employee by:	Date:
Employee Signature	Date: