

Job Information

Job title	Utility Locator	Job Code: UTLOCT	Pay Grade: G
Title of immediate supervisor	Manager of Support Services		
Department/Division	Engineering / Public Works		
Prepared by	Kristine Kelly		
Date Created	May 14, 2015	Revised date	January 24, 2022

Job Purpose

Performs work requiring skill and ability in the locating and marking of a variety of underground utilities to prevent damage during ground disturbance activities for maintenance, repair and capital projects. Directs the work of the Underground Clerk and field staff tracing, locating and day-lighting buried utilities.

Duties and Responsibilities

- Accurately locates, marks and exposes buried utilities such as gas, hydro, water, sanitary and storm sewer, cable, telephone, street lighting and fibre optic on a variety of job sites.
- Reads and interprets plans, as-builts/record drawings, construction drawings, survey information, reports and environmental cues in order to accurately mark underground utilities.
- Uses a variety of locating equipment including electromagnetic locating equipment, ground penetrating radar (GPR) and metal detectors to locate buried utilities relying on auditory and visual cues to assist in determining the exact location of underground utilities.
- Interprets visual information generated by the GPR unit to locate utilities and differentiate between man-made structures and native materials such as bedrock or tree roots.
- Reads and interprets as-builts/record drawings received from utility owners in a variety of formats (fax, pdf, paper).
- Traces and marks underground utilities in accordance with the colour code for marking underground utilities.
- Directs the work of others in the locating and marking of buried utilities.
- Liaises with both internal and external agency representatives on job sites to ensure buried utilities are accurately marked and provides ground disturbance related information.
- Assists in the development of new and the revision of existing related procedures.
- Assists with hiring utility locators for vacation, sick and workload relief.
- Services, maintains, repairs and orders replacement parts for locating equipment.
- Maintains a variety of records of requests for locates and information regarding underground infrastructure.
- Responds to one call requests by phone, fax and email by providing GIS maps including all Saanich-owned infrastructure as required.
- Trains others in the use of utility locating equipment and methods.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent and additional courses in plan reading and underground utility locating.
- NULCA (National Utility Locating Contractors Association) certification or approved equivalent.
- Two years of experience working in a public works construction environment, including one year of experience reading and interpreting engineering drawings and locating buried infrastructure.
- An equivalent combination of education and experience may be considered.
- Valid traffic control certificate.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work including lifting utility lids which can range between 13 lbs and 100 lbs.

Working Conditions

Works the majority of the day outside in all types of weather and ground conditions.