



Office of Human Resources  
Underground Utility Investigator - CN2081  
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### General Statement of Duties

Searches and identifies location of underground utilities through compiling information from public and private utility organizations to generate preliminary drawings to assist project engineers or private citizens in locating underground utilities.

### Distinguishing Characteristics

The Underground Utility Investigator is distinguished from the Underground Utility Investigator Supervisor, which supervises the work of Underground Utility Investigators involved in the location and inspection of underground utilities. This class is distinguished from the Environmental Inspector, which schedules and conducts on-site inspections of facility operations to ensure the best management practices are instituted and in compliance with the agency Storm water program, as directed by the National Pollutant Discharge Elimination System (NPDES) Permit issued by the State of Colorado. The Underground Utility Investigator is also distinguished from the Utility Workers' series, which perform unskilled and/or semi- skilled seasonal labor work.

### Level of Supervision Exercised

None

### Essential Duties

Searches and identifies location of underground utilities through compiling information from public and private utility organizations to generate preliminary drawings to assist project engineers or private citizens in locating underground utilities.

Performs research and compiles information from public and private utility organizations to generate preliminary drawings to assist project engineers or private citizens in locating underground utilities.

Reviews blueprints and project documents to ensure compliance with state legislation regarding safe excavations around underground utility lines.

Performs fieldwork in order to verify locations and connections and chart sanitary and storm sewer systems and other underground utilities for construction, maintenance or repair projects involving waste disposal and sewer systems, or storm and sanitary sewer facilities, and coordinates and discusses potential problems and possible solutions with project engineer.

Interprets and extracts data from blueprints, a variety of maps, engineering orders, architectural drawings and building specifications.

Prepares detail drawings including isometric projections and sectional views.

Assists in training and checking the work of other employees on various projects.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of investigation techniques sufficient to be able to conduct comprehensive investigations.

Skill in ensuring compliance with federal and state regulations.

Skill in reading blueprints, construction plans and specifications to ensure work to be performed complies with project parameters.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

One (1) year experience interpreting blueprints, maps and construction drawings.

### **Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Subject to: traffic, roadways, and pedestrians.

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Handles emergency or crisis situations.

Noise: sufficient noise to cause distraction.

Occasional pressure due to multiple calls and inquiries.

Personal Safety: aware of surroundings, people, and events.

Subject to injury from moving parts of equipment or vehicles.  
Subject to long, irregular hours.  
Subject to pressure for multiple calls, inquiries, and interruptions.  
Subject to: traffic, roadways, and pedestrians.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.  
Walking: moving about on foot on uneven surfaces  
Pulling: exerting force on an object so that it is moving to the person.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Talking: expressing or exchanging ideas by means of spoken words.  
Stooping: bending the body by bending spine at the waist.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: Making frequent movements with a part of the body  
Eye/hand/foot coordination: performing work through using two or more.  
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.  
Vision Near acuity: ability to see clearly at 20 inches or less.  
Vision Far acuity: ability to see clearly at 20 feet or more.  
Color vision: ability to distinguish and identify different colors.  
Oral comprehension  
Field of Vision: ability to adjust vision to bring objects into focus.  
Carrying: transporting an object; usually by hand, arm, or shoulder.

### Background Check Requirement

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: N-614**  
**FLSA Code: N**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date:**  
**Revised By:**  
**Class History:**