



Office of Human Resources
Underground Utility Investigator Supervisor - CN2082
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General Statement of Duties

Performs supervisory duties over the work of Underground Utility Inspectors involved in the location and inspection of underground utilities.

Distinguishing Characteristics

The Underground Utility Investigator Supervisor is distinguished from the Underground Utility Investigator, which 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.

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Essential Duties

Supervises employees involved in the location and inspection of sewers, water lines, gas lines, conduits, cable lines and other underground utilities.

Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Compiles investigative information and transfers data to the necessary departments, City agencies, businesses, companies or other entities involved with the excavation of underground utilities.

Conducts dye testing to identify taps for future design and planning purposes.

Performs mathematical computations to determine utility locations.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

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

Decisiveness – Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

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.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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

Knowledge of safety hazards and necessary precautions sufficient to be able to establish a safe work environment of self and others.

Education Requirement

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

Experience Requirement

Two (2) years of 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

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-618

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: