



Utility Locator/GIS Assistant

Planning and Construction

JOB SUMMARY

Under the general direction of the GIS Supervisor, this position performs skilled work in identifying, locating, and mapping water distribution systems and wastewater collection/force main systems in accordance with established accuracy standards. The role obtains GPS locations of system components and performs data entry into GIS attribute fields to ensure accurate system representation. Additional duties include filing and maintaining system record drawings, assisting field crews with component locating during routine and emergency situations, and supporting departmental clerical and database tasks.

MAJOR DUTIES

- Locates and marks water distribution and sewer lines using GIS, record drawings, engineering plans, GPS data, and field observations, in accordance with JWSC and GA811 time requirements.
- Identifies, locates, and maps water and sewer infrastructure using field observation, GPS equipment, and existing documentation; updates GIS datasets and verifies mapping accuracy.
- Operates GPS equipment to support system inventory, mapping programs, and data collection.
- Uses electronic utility locating equipment to locate water and sewer lines.
- Operates valve wrenches and valve exercising equipment to identify valve types, sizes, and conditions and updates GIS attribute data accordingly.
- Uses shovels, probes, pothole tools, and hydro-excavation equipment to identify valves and determine line materials when construction staff assistance is not required.
- Files, organizes, and maintains record drawings and associated system documentation.
- Performs clerical tasks and updates CMMS and GIS databases to support departmental objectives.
- Cleans and services vehicles, equipment, tools, and work areas; maintains inventory of disposable items needed for daily operations.
- Works cooperatively with staff to improve processes, enhance operations, and support seamless customer service.
- Participates in on-call rotations and responds to after-hours emergencies as needed.
- Performs other related duties in support of customer needs and organizational objectives.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of underground utility locating principles and practices.
- Knowledge of GPS equipment, GIS systems, utility mapping, and related field technologies.
- Knowledge of water distribution and sanitary sewer system operation and maintenance theory.
- Knowledge of GA811 policies, procedures, and state locating requirements.
- Knowledge of hazards associated with water and sewer operations, including confined space entry and trench safety.
- Knowledge of area streets, roads, and system layout.
- Skill in the use of GIS software, GPS equipment, utility locators, and related field tools.

- Skill in reading and interpreting engineering drawings, maps, reports, and system schematics.
- Skill in using computers and job-related software (CMMS, GIS, Microsoft Office, etc.).
- Skill in preparing reports and documenting field observations.
- Skill in oral and written communication.
- Ability to follow oral and written instructions and learn job-related tasks through on-the-job training.
- Ability to attend to detail, recall information, and make sound observations and recommendations.
- Ability to create accurate field sketches and document system component conditions.
- Ability to establish and maintain effective working relationships with coworkers, contractors, and the public.
- Ability to manage multiple tasks, adapt to changing priorities, and work both independently and as part of a team.
- Ability to work safely without presenting a direct threat to self or others.
- Ability to maintain a positive work environment that supports team growth and organizational goals.
- Ability to perform other related duties as assigned to support departmental operations.

GUIDELINES

- Work is performed in accordance with agency policies and procedures. Guidelines are generally clear but may require interpretation in specific situations.

COMPLEXITY/SCOPE OF WORK

- The work consists of technical utility locating duties requiring accuracy in various environmental conditions, including inclement weather and challenging field environments.
- Accurate locating and mapping support the effectiveness and safety of construction, maintenance, and repair projects.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Work is performed indoors and outdoors and may require sitting, standing, walking, bending, and stooping.
- The employee may lift heavy objects (up to 50 lbs.), operate equipment requiring dexterity, distinguish colors, and use the sense of smell for hazard detection.
- Work environments may include exposure to dust, dirt, weather extremes, chemicals, toxic or infectious materials, high-pressure systems, confined spaces, and elevated work areas.
- Personal protective equipment (PPE) such as masks, gloves, and goggles is required as appropriate.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent, plus specialized training relevant to water, sewer, or utility locating operations.
- One year of experience in utility locating, field services, construction, or a related area— or equivalent apprenticeship/internship experience.
- Possession of a valid Georgia driver's license appropriate for the vehicle/equipment operated.