NEW BRAUNFELS UTILITIES

JOB DESCRIPTION

Job Title: Electric Utility Locate Technician

Job Status: Full-Time

Department: Electric Operations

Job Grade: 204

Reports To: Electric Operations Manager

Work Setting: On-Site

Pay Status: Non-Exempt

Date Created/Updated: 3/22/2024

Location: Service Center

Position Summary

The Electric Utility Locate Technician is responsible for accurately locating underground facilities including, but not limited to, electric systems. The Electric Utility Locate Technician must be able to drive a company vehicle, work outdoors, and operate independently.

Essential Duties & Responsibilities

LOCATE RESPONSIBILIITES

-Locate underground utilities including electric systems accurately, safety, and efficiently using company provided equipment in roadways, in easements on private property, and other locations using required spray paint, flags and other materials
-Thoroughly search for underground utilities using all available resources
-Complete locates within required deadlines
-Read and interpret maps, engineering documents, historical records and the Geographical Information Systems (GIS)to identify the type, size and location of underground utilities
-Use lap top computer in the field to receive, document and close out excavation notices
-Communicate with excavators, utility personnel and others regarding projects and underground facilities
-Interpret job order tickets
-Determine efficient travel route to & from each locate
-Remove and replace manhole lids
-Possess knowledge of all applicable damage prevention, locate and excavation regulations
-Perform light excavation with a shovel or metal probe to identify location of buried utilities when necessary-Open and close energized equipment
-Work around energized equipment and conductors

GENERAL RESPONSIBILITIES

-Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
-Adhere to NBU safety guidelines and practices at all times and in all situations
-Maintain a clean and safe work area, office, field site and vehicle as applicable
-Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
-Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
-Adhere to NBU policies and procedures-Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
-Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: One Year or More

Other: Click or tap here to enter text.

Certification and Licensures Requirements

-A valid Texas Driver's License is required to operate a company vehicle.

Other Minimum Qualifications

-Experience in NBU's Electric System an asset
-Successful completion of company provided locater training program and required testing
-Flexibility in work schedule including holiday, weekends, and/or after hours as required. On call duty (24 hours per day, 7 days per week, for one week) required on a periodic basis.
-Computer skills
-Strong verbal and written communications skills
- Must reside within a forty five minute response time of the NBU Service Center as measured by an internet mapping tool

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	☐	☒	☐	☐
AutoCAD	☒	☐	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☒	☐	☐	☐
Microsoft Excel	☐	☒	☐	☐
Microsoft Word	☐	☒	☐	☐
Microsoft Publisher	☒	☐	☐	☐
Microsoft PowerPoint	☒	☐	☐	☐

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

Click or tap here to enter text.

Physical Demands

Standing: Frequently
☐Making Presentations
☒ Observing Work Sites
☒ Observing Work Duties
☒ Communication with Co-Workers

Fine Dexterity: Occasionally
☒ Computer Keyboard
☒ Telephone Keypad
☒ Calculator
☐ Calibrating Equipment

Walking: Frequently
☒ To Other Departments/Office/Office Equipment
☒ Around Worksite

Lifting: Occasionally
☒ Supplies
☒ Equipment
☒ Files

Carrying: Occasionally
☒ Supplies
☒ Equipment
☒ Files

Sitting: Occasionally
☒ Desk Work
☒ Meetings

☒ Driving

Reaching: Occasionally
☒ For Supplies
☒ For Files

Handling: Occasionally
☒ Paperwork
☐ Monies

Kneeling: Occasionally
☐ Filing in Lower Drawers
☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally
☒ File Drawers
☒ Equipment
☒ Table and Chairs
☒ Hose

Climbing: Occasionally
☒ Stairs
☒ Ladder
☐ Step Stool
☒ Onto Equipment

Vision: Constantly
☒ Reading
☒ Computer Screen
☒ Driving
☒ Observing Worksite

Foot Controls: Occasionally

Other: Click or tap here to enter text.

☒ Driving
☐ Operating Heavy Equipment
☐ Dictaphone

Balancing: Occasionally
☒ On Ladder
☐ On Equipment
☐ On Step Stool

Bending: Occasionally
☐ Filing in Lower Drawers
☒ Retrieving Items from Lower Shelves/Ground
☐ Making Repairs

Crouching: Occasionally
☒ Filing in Lower Drawers
☐ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely
☒ Under Equipment
☐ Inside Attics/Pipes/Ditches

Hearing: Constantly
☒ Communication Via Telephone/Radio/To Co-Workers/Public
☒ Listening to Equipment

Twisting: Occasionally
☐ From Computer to Telephone
☒ Getting Inside Vehicle

Talking: Frequently
☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☐	☐	☐	☐	☐	☒

Wetness and/or humidity (bodily discomfort from moisture)	☐	☐	☐	☐	☐	☒
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☐	☐	☐	☐	☐	☒
Noise and Vibration (sufficient to cause hearing loss)	☐	☐	☐	☐	☐	☒
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☐	☐	☐	☐	☐	☒

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☒	☐	☐	☐	☐
Chemical Hazards	☒	☐	☐	☐	☐
Electrical Hazards	☐	☒	☐	☐	☐
Fire Hazards	☒	☐	☐	☐	☐
Explosives	☐	☒	☐	☐	☐
Communicable Diseases	☐	☐	☒	☐	☐
Physical Danger or Abuse	☒	☐	☐	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Outdoors/Field

Other: Vehicle

Overall Strength Demands

☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting

☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often

☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly

☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly

☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	☐	☐	☐	☒	☐
Emergency Situations	☐	☐	☒	☐	☐
Frequent Change of Task	☐	☐	☐	☒	☐
Irregular Schedule/Overtime	☐	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☐	☒	☐	☐	☐
Noisy/Distracting Environment	☐	☐	☐	☒	☐

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS
UTILITIES (NBU) AND THE EMPLOYEE. Nothing is this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

_____
Employee's Signature

_____
Employee's Printed Name

_____
Date