

CLASS TITLE: UTILITY LOCATE SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the coordination of Engineering Services utility locate projects and supervision of assigned staff to ensure compliance with established procedures and state laws and performs other related assigned duties.

ESSENTIAL TASKS:

- Prepares, coordinates and directs utility locates activities
- Delegates assignments to and reviews/analyzes the work of subordinates responsible for locating all of the water, sewer and storm water lines for Call OKIE requests
- Provides technical assistance to subordinates and outside contractors in determining necessary locates and verifies utilities are properly marked for various reasons including to ensure prevention of waterline damage and mitigation of liability
- Researches changes in state locate laws, equipment and software to perform locate jobs properly
- Exercises full control of the locates software system for assigning, documenting and monitoring the accuracy of the locate packets, maintaining the software tracking the locates and employee production to ensure procedural and state law compliance
- Trains subordinates to perform technical job aspects accurately and efficiently
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in engineering technology or a related field, and four (4) years of progressively responsible and varied OKIE locate and/or survey experience, including one (1) year in a supervisory capacity; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices, methods and techniques utilized for utility locating; and considerable knowledge of current management practices and procedures. Ability to supervise the work of subordinates; ability to enforce regulations; ability to efficiently utilize applicable software system; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 5 pounds with occasional lifting and pulling up to 60 pounds; may be subject to walking, sitting, reaching, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is outdoors and may be in inclement weather and indoors in an office setting and requires travel to various locations for field examinations/inspections.

Class Code: 1164

EEO Code: E-03

Pay Code: EX-32

Group: Engineering, Planning, and Technical

Series: Inspection

Effective date: October 23, 2013