

**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION MAINTENANCE II
RIGHT-OF-WAY INSPECTIONS / LOCATING COORDINATOR**

EFFECTIVE DATE: August 15, 2011

DEPARTMENT: Public Works	WORK LOCATION: Public Works Center		FLSA STATUS: Non-Exempt
CLASS CODE: 6425	RANGE: 14 PW	PENSION: IMRF	UNION: Teamster Local 700
REPORTS TO: Assigned immediate Supervisor	LEVEL OF SUPERVISION RECEIVED: Receives daily general direction from immediate Supervisor		LICENSE/CERTIFICATES: Class B CDL required upon three (3) months of employment and Class A CDL with tanker endorsement to be obtained within six (6) months of employment, if needed to meet department needs

SUMMARY:

Monitors the use and safe condition of public rights-of-way (ROW) for installations and excavations. Plans and coordinates activities related to the underground utility locating program. Provides accurate locating of Village owned underground fiber optic, electrical, sewer and water lines in conjunction with Right-of-Way and easement installation and excavation projects. Reads and interprets blueprints and drawings. Participates in a program to respond to after-hour, weekend and holiday Joint Utility Locating Information for Excavations (JULIE) emergency locating notifications. Works without direct supervision and assumes lead worker responsibilities specific to utility locating and other department activities as may be required. Participates in snow removal operations. Participates in other assigned activities. Responds to and interacts with residents, employees and/or others within and outside the organization in a courteous, professional and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Coordinates scheduling and monitors field activities to insure all R.O.W. installations and/or excavations comply with all Village and other agency regulations.	Daily 100%
2.	Organizes and is involved with the enforcement of right-of-way permit requirements. Follows up to ensure safe, efficient, and effective corrective action is taken on right-of-way related activities.	Daily 100%
3.	Provides information and responds to inquiries from contractors, Village employees, and the general public regarding right-of-way activities and construction. Interacts with developers and contractors on acceptable alternatives and solutions to difficult right-of-way situations involving utility locations and ROW layout.	Daily 40%
4.	Participates in the brainstorming and establishment of improved requirements associated with right-of-way use.	As required
5.	Provides information critical to the timely updating of atlases and written records specific to right-of-way.	As required
6.	Organizes and attends jobsite joint meetings with developers, contractors, and sub-contractors in order to ensure understanding of right-of-way permit requirements and to exchange information related to construction plans and utility involvement prior to construction start.	As required
7.	Within six (6) months of working within this position capacity, assumes responsibility as the primary individual who issues right-of-way permits	As required
8.	Organizes JULIE locate request notifications (tickets) that are received. Screens, reviews and establishes ticket locate priority and coordinates activities of others accordingly.	Daily 80%
9.	Reviews atlases and records in order to aid in locating underground utilities.	Daily 80%
10.	Interacts with lead worker(s) and supervisor(s) providing advance notice regarding the status of upcoming construction projects.	As required
11.	Skillfully uses line-tracing equipment in order to accurately pin point the location of underground utility lines pursuant to JULIE and Village/Department regulations.	Daily 80%
12.	Performs special underground infrastructure locates and related preventative maintenance activities, such as drive by route patrol and protect program involvement in strategic locations: Golf Road; Higgins Road; Barrington Road; Beverly Road; I-90; Route 59.	Weekly 15%
13.	Possesses informed knowledge of key force main, water main and sanitary/storm sewer locations at which site delineator(s) indicate underground infrastructure in	Daily 100%

	place there.	
14.	Serves as a source of technical locate information and instruction to lead worker(s) and others who are engaged in ROW maintenance projects.	Daily 80%
15.	Remains attentative to Public Works issues and related problems observed while driving in the Village or at assignment sites and brings the issues to the attention of lead worker(s) or supervisor(s) or effected department(s).	Daily 80%
16.	Is responsible for submitting the locate related monthly report containing information to be incorporated within the department month-end report.	As required
17.	Operates CDL trucks for snow plowing and salting. Work may be performed outside of normally scheduled work hours as required to participate in Department's response to winter weather storm events.	As required during snow season
18.	Participates in a 24 hours a day, seven days a week program for responding to after-hour, weekend, and holiday JULIE one-call locate emergency notification requests.	33% of the time program coverage occurs
19.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%
20.	Participates in a program of preventative maintenance and repair of all tools, specialized equipment and vehicles used to perform assignments; checks for proper operation, checks battery levels, checks proper fluid levels, lubrication, lights, air pressure, etc. to ensure safe operation.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Completes paperwork related to locate tickets and ensures the correct sequence of processing occurs.
2.	Provides other(s) with atlases and records. Updates information associated with the accuracy improvement of utility line locates.
3.	Performs ROW associated inspection activities including acting as back up to all related positions.
4.	Provides advance notice regarding upcoming construction projects on streets and roads, allowing others within the department the lead-time required to advise local police, fire, and emergency service departments to plan alternate routes and traffic control.
5.	Completes inventories and purchase requisitions for all required locating supplies and equipment, including the repair and servicing of equipment.
6.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. *(List specific responsibilities below)*

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Enter degree or coursework here

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

Specialized applications:

General knowledge of Geographic Information System (GIS)

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Extensive knowledge of line tracing equipment usage, including the ability to operate equipment with multiple tracing signal frequencies in either inductive or conductive modes; including the knowledge of locating both energized and de-energized utility lines.

General knowledge of construction activities is required.

Working knowledge of the electro-mechanical principals required and necessary to operate listed tools and equipment.

Ability to teach others how to perform utility locates.

Ability to learn and retain the Village's geography.

Ability to read and interpret atlas information and engineering drawings.

Ability to deal effectively with problems which may arise during the completion of assigned tasks as well as regular and emergency utility locating duties.

Ability to communicate effectively both verbally and in writing using the English language.

Ability to respond to emergency call-outs on a 24-hour, 7-day basis; fulfill assigned duty established on a rotating basis for emergency work which occurs after normal working hours, on weekends and holidays.

Ability to perform physical assignments ranging from simple to somewhat complex. Move, remove, and replace objects; use tools and/or equipment weighing up to 75-80 pounds.

Ability to enter confined spaces.

Ability to keep accurate records.

Ability to read, write, speak, and comprehend the English language.

Ability to use the following tools and equipment: automobiles, pick-up trucks – with and without snow plow attachments, warning flags, safety cones, warning signs, pumps, confined space equipment, telephone, maps, calculators, photocopier, radio, locating devices and common small tools and equipment pieces.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	<u>X</u>
Walks	_____	_____	<u>X</u>	_____
Sits	_____	_____	<u>X</u>	_____
Uses fingers in a repetitive motion	_____	_____	_____	<u>X</u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>X</u>
Reaches with hands and arms above shoulder	_____	_____	_____	<u>X</u>
Climbs or balances	_____	_____	<u>X</u>	_____
Twists or turns	_____	_____	<u>X</u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	<u>X</u>	_____
Pulls, pushes, or carries	_____	_____	<u>X</u>	_____
Talks or hears	_____	_____	_____	<u>X</u>
Tastes or smells	_____	<u>X</u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u>X</u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>X</u>
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	<u>X</u>
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u>X</u>	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<u>X</u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands *(select if applicable)*

X Absence of color blindness

X Corrected vision of...

_____ Uncorrected vision of...

As required by Illinois Secretary of State for Motor Vehicle Licensing

Enter specific vision requirement here

WORK ENVIRONMENT:


The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

<i>(mark all 15 conditions)</i>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
<u>Environmental Conditions</u>				
Customary indoor conditions	_____	<u> X </u>	_____	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	_____	<u> X </u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	_____	_____	<u> X </u>
Works near moving mechanical parts	_____	<u> X </u>	_____	_____
Works in high precarious places, underground, or confined spaces	_____	<u> X </u>	_____	_____
Flying debris or airborne particles	_____	_____	_____	<u> X </u>
Fire, smoke, fumes, gases, or noxious odors	_____	<u> X </u>	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	_____	<u> X </u>	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	_____	_____	_____	<u> X </u>
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	_____	<u> X </u>	_____
High noise level (Shouting/ear protection may be needed)	_____	<u> X </u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____