



UTILITY LOCATE JOB FAMILY (MULTIPLE)

PAY GRADES: OT-16 TO EX-36 www.cityoftulsa.org/pay

EFFECTIVE DATE: 7/31/2024

JOB FAMILY SUMMARY:

This document describes all job classifications in this job family which vary in grade level as indicated below. The first three grade levels make up a **progression** where employees may progress from one grade to the next once they meet all requirements. Find the detailed specific requirements of each classification in the job descriptions below.

Class Title	Pay Grade	Progression/Promotion	Supervision Level	Minimum Education	Page #
Utility Locator I	OT-16	N/A	Under Direct Supervision	HS/GED	3
Utility Locator II	OT-17	Progression	Under Direct Supervision	HS/GED	5
Utility Locator III	OT-18	Progression	Under General Supervision	HS/GED	8
Utility Locator Technician	AT-28	Promotion	Under General Supervision	HS/GED	11
Utility Locate Supervisor	EX-36	Promotion	Under Direct Supervision	60 College Hours	14

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

PURPOSE OF THE CLASSIFICATION: Positions in this broad class perform utility locate services at increasing levels of responsibility while utilizing digital information and technology to accurately field locate buried infrastructure in accordance with established policies and procedures; local, state and federal regulations; and other related duties as assigned.

WORKING ENVIRONMENT:

OT-16, OT-17, OT-18, AT-28: Working environment for these positions is primarily outdoors and in inclement weather and occasionally indoors.

EX-36: Working environment for these positions is indoors in an office setting; outdoors and may be in inclement weather; and requires travel to various locations for field examinations/inspections.



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PHYSICAL REQUIREMENTS:

For OT-16, OT-17, OT-18, and AT-28 positions, physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds with occasional lifting up to 60 pounds; frequent carrying up to 20 pounds with occasional carrying up to 50 pounds; occasional pushing up to 20 pounds; occasional pulling up to 60 pounds; may be subject to extended periods of walking and standing; sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

EX-36 position 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.



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OT-16 | UTILITY LOCATOR I

CLASS CODE: 3623

ESSENTIAL TASKS:

- Gathers information related to assigned field work, providing information used in generating reports regarding ticket closures, and complies with applicable local, state, and federal regulations, including Okie 811 law
- Maintains assigned equipment, ensuring proper usage, storage, and reporting any issues to management
- Retrieves daily utility location requests, performs required work, and closes out requests upon completion, as directed by supervisor
- Assists in determining the location of City owned underground utilities using electronic or paper utility maps and construction plans as directed by supervisor
- Ensures accurate and complete stock is available in the supply room and on City trucks
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
- (b) One (1) year experience in water, sewer maintenance, construction, utility location, or related field

Knowledge of:

- The principles, practices, methods, and techniques of utility construction
- The use of locating equipment

Ability to:

- Make simple technical mathematical computations
- Read and work from blueprints, plats, and maps
- Make accurate notes and sketches

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License



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OT-16 | UTILITY LOCATOR I CLASS CODE: 3623

Proficiency Requirements

Proficiency	Time in Class	Training	Licenses & Certifications
#1	3 months	OKIE 811 Golden Shovel Module Class	
		1 progression credit from a City Safety Training class or COT/Safety First Aid Non-Certification Class	
#2	6 months	Locate 101 Training Class	
		1 course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s)	
#3	9 months	Driver Improvement Training	Relevant Class "D" Water or Wastewater License, as directed by management, and as issued by the Department of Environmental Quality

To Progress to a Utility Locator II OT-17

Progression	12 months	Possession of a valid Class "D" Driver License	
		ODEQ Class "D" Water and/or Wastewater Operator's License applicable to the position	

OT-17 | UTILITY LOCATOR II

CLASS CODE: 3624

ESSENTIAL TASKS:

- Gathers information related to assigned field work, providing information used in generating reports regarding ticket closures and complies with applicable local, state, and federal regulations, including Okie 811 law
- Prepares reports on work performed, including pertinent details or issues, for review and approval
- Assists with use of electronic location equipment, in accordance with standard operating procedures
- Maintains assigned equipment, ensuring proper usage, storage, and reporting any issues to management
- Retrieves daily utility location requests, performs required work, and closes out requests upon completion, as directed by supervisor
- Determines the location of City owned underground utilities using electronic or paper utility maps and construction drawings as directed by supervisor
- Assists with training Utility Locator in the proper techniques for locating City utilities
- Ensures accurate and complete stock is available in the supply room and on City trucks
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
- (b) One (1) year as a Utility Locator I or equivalent experience in utility location

Knowledge of:

- The principles, practices, methods, and techniques of utility construction and location
- The use of electronic locate equipment
- The GIS Mapping System
- Applicable regulations
- How to find as-builts, blueprints, and record drawings

Ability to:

- Make simple technical mathematical computations
- Read and work from blueprints, plats, and maps
- Make accurate notes and sketches
- Communicate effectively, in writing and verbally
- Provide high level customer service across a diverse customer base
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding



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Skill in:

- The operation and maintenance of utility locating instruments

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License; **and**
2. Possession of Class "D" Water or Wastewater Operator License as issued from the Department of Environmental Quality (DEQ) within six (6) months of date of hire



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OT-17 | UTILITY LOCATOR II

CLASS CODE: 3624

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	6 months	Completes one (1) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management	
#2	12 months	Completes Locate 201 Training Class, not previously completed, as approved by management	
		Completes one (1) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management	
		Obtains the relevant Class "D" Water and Wastewater License as issued by the Department of Environmental Quality	
#3	18 months	Completes Leadership Training	
		Completes one (1) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management	

To Progress to a Utility Locator III OT-18		
Progression	24 months	Possession of a valid Class "D" Driver License
		Possession of both ODEQ Class "D" Water and Wastewater Operator's Licenses

OT-18 | UTILITY LOCATOR III

CLASS CODE: 3625

ESSENTIAL TASKS:

- Perform all tasks of a Utility Locator I and Utility Locator II
- Generates reports based upon information related to assigned field work, closes tickets and complies with applicable local, state, and federal regulations, including Okie 811 law
- Communicates information effectively and accurately with consultants, contractors, and city staff to garner understanding of problems, requirements, laws, and locates
- Trains Utility Locator I and Utility Locator II in the proper techniques of locating city utilities and research of construction plans
- Signs off on all work orders, ensuring completion and accuracy, that come through the OKIE 811 call center, reporting any problems to management
- Coordinates with contractors and citizens to properly complete OKIE tickets to ensure accuracy of information and timely completion, addressing problems that arise
- Leads the crew and assigns tasks, as needed
- Retrieves daily utility location requests, performs required work, and closes out requests upon completion
- Determines the location of City owned underground utilities using electronic or paper utility maps, and construction drawings
- Completes 311 requests for utility location, as directed by management
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
- (b) Two (2) years as a Utility Locator II or equivalent experience in utility location

Knowledge of:

- Considerable knowledge of the principles, practices, methods, and techniques of utility construction and location
- Considerable knowledge of the use of electronic locate equipment
- Good knowledge of the elementary principles and practices of civil engineering, and mathematics
- Good knowledge of the materials, methods, and practices used in public works construction
- Good knowledge of the GIS Mapping System
- Good knowledge of applicable regulations
- Good knowledge of how to find as-builts, plats, blueprints, and record drawings



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Ability to:

- Oversee the work of locate team
- Read and interpret plans, blueprints, plats, and maps
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding
- Communicate effectively, in writing and verbally
- Provide high level customer service across a diverse customer base
- Make simple technical mathematical computations; ability to read and work from blueprints and maps

Skill in:

- The operation and maintenance of utility locating instruments
- Microsoft Outlook and Word

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License; **and**
2. Possession of a relevant Class "D" Water and Wastewater License as issued from the Department of Environmental Quality (DEQ) within six (6) months of date of hire



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OT-18 | UTILITY LOCATOR III

CLASS CODE: 3625

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	6 months	Completes Twelve (12) hours of teaching locate classes	
		Completes one (1) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management	
#2	12 months	Completes Utility locate 301 Training Class, as approved by management	
		Completes one (1) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management	
		Obtains ODEQ Class C Water or Wastewater Operator license	
#3	18 months	Completes Staking University 2 day locating certification	
		Completes one (1) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management	

To Become a Utility Locator Technician AT-28

No progression available to AT-28 - Promotion Only



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AT-28 | UTILITY LOCATOR TECHNICIAN

CLASS CODE: 3626

ESSENTIAL TASKS:

- Perform all tasks of Utility Locator III
- Confirm accuracy of red line drawings before placement of utilities in the GIS Mapping system
- Reviews and prepares plans for use of utility marker balls
- Verify the location of utility marker balls, ensure accuracy of plans, and translate data received from marker ball survey for use on the GIS Mapping System
- Reviews projects, prior to beginning of construction, for compliance with marker ball standards, coordinating with appropriate groups to handle any issues before breaking ground
- Communicates information effectively and accurately with consultants, contractors, and city staff to garner understanding of problems, requirements, laws, and locates
- Trains Utility Locator I, Utility Locator II, and Utility Locator III in the proper techniques of locating City utilities and on the proper way to look up as-built plans
- Signs off on all work orders, ensuring completion and accuracy, that come through the OKIE 811 call center, reporting any problems to management
- Conducts field inspections on new and existing utility locations and prepares preliminary marker ball reports for City personnel
- Prepares final marker ball Shapefiles
- Attends various training workshops, sharing information and best practices received with staff and management
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
- (b) Five (5) years' experience relevant to the essential tasks listed in this job description; **including**
- (c) Three (3) years as a Utility Locator III or equivalent experience in utility location.

Knowledge of:

- Considerable knowledge of the principles, practices, methods, and techniques of utility construction and location
- Considerable knowledge of the use of electronic locate equipment
- Considerable knowledge of the materials, methods, and practices used in public works construction
- Considerable knowledge of the GIS Mapping system
- Considerable knowledge of applicable laws and Okie 811 law
- Considerable knowledge of how to find as-builts, plats, blueprints, and record drawings



HUMAN RESOURCES

UTILITY LOCATE JOB FAMILY (MULTIPLE)

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- Considerable knowledge of marker ball technology and use
- Good knowledge of the elementary principles and practices of civil engineering and mathematics

Ability to:

- Oversee the work of locate team
- Read and interpret plans, blueprints, plats, and maps
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding
- Communicate effectively, in writing and verbally
- Provide high level customer service across a diverse customer base
- Make simple technical mathematical computations
- Read and work from blueprints and maps
- Lead training classes

Skill in:

- The operation and maintenance of utility locating instruments.
- Problem solving
- GoogleEarth shapefiles
- Microsoft Email, Word, and Excel

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License; **and**
2. Possession of a relevant Class "C" Water or Wastewater License as issued by the Department of Environmental Quality (DEQ)



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AT-28 | UTILITY LOCATOR TECHNICIAN

CLASS CODE: 3626

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	6 months	Completes one (1) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management	
#2	12 months	Completes one (1) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management	
		Obtains ODEQ Class C Water and Wastewater Operator license	
#3	18 months	Completes one (1) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management	
		Conducts sixteen (16) hours of utility locate training classes	

To Become a Utility Locate Supervisor EX-36

No progression available to EX-36 - Promotion Only

EX-36 | UTILITY LOCATE SUPERVISOR

CLASS CODE: 1280

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

Training and Experience: Must meet the following criteria:

- (a) Completion of 60 hours related to engineering technology or construction management from an accredited college or university or a related field; **and**
- (b) Six (6) years of progressively responsible experience and varied OKIE locate and/or survey experience; **including**
- (c) One (1) year in a lead capacity

Knowledge of:

- Comprehensive knowledge of the principles, practices, methods and techniques utilized for utility locating
- Comprehensive knowledge of safety policies and practices
- of work performed
- Considerable knowledge of current management practices and procedures
- Considerable knowledge of the materials, methods, and practices used in public works construction
- Considerable knowledge of the GIS Mapping system
- Considerable knowledge of applicable laws and Okie 811 law
- Considerable knowledge of how to find as-builts, plats, blueprints, and record drawings
- Considerable knowledge of marker ball technology and use
- Good knowledge of the elementary principles and practices of civil engineering and mathematics



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Ability to:

- Supervise the work of subordinates
- Enforce regulations; ability to efficiently utilize applicable software system
- Ability to plan, organize and supervise through subordinate personnel
- Ability to keep records of work performance and to determine by inspection the quality
- Ability to independently make quick decisions in the field
- Communicate effectively, in writing and verbally
- Make simple technical mathematical computations
- Read and work from blueprints and maps
- Teach training classes

Skill in:

- The operation and maintenance of utility locating instruments.
- Understand, select, develop, and motivate people at any level within or outside the organization
- Clearly communicate technical and operational information to subordinates
- Problem solving
- Microsoft Email, Word, and Excel

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License; **and**
2. Possession of a relevant Class "C" Water and Wastewater License as issued from the Department of Environmental Quality (DEQ) or the ability to obtain these licenses within 6 months of hire



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EX-36 | UTILITY LOCATE SUPERVISOR

CLASS CODE: 1280

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	3 months	Receives a "Proficient" rating on most current performance evaluation	
		Manager Training Module 1	
		Online training from Staking University, not previously taken	
		Water Distribution II Training Class	
#2	6 months	Receives a "Proficient" rating on most current performance evaluation	
		Completes Manager Training Module 2	
		Conducts 8 hours of training class(es)	
#3	9 months	Receives a "Proficient" rating on most current performance evaluation	
		Completes Manager Training Module 3	
		Conducts 8 hours of training class(es) (totaling 16 hours, with the addition of the 8 hours in the 2nd proficiency)	
		Obtain a relevant Class "B" Waterworks or Wastewater Works Operator license as issued by the Department of Environmental Quality (DEQ)	
#4	12 months	Receives a "Proficient" rating on most current performance evaluation	
		Completes Online training from Staking University	



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		Obtains a relevant Class "B" Waterworks and Wastewater Works Operator license as issued by the Department of Environmental Quality (DEQ)
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