



Job Description

Job Title: Line Spotter Technician

Department: Water & Sewer

Grade: 108

Reports To: Water & Sewer Superintendent

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. This job description does not constitute a written contract of employment.

SUMMARY: The Line Spotter Technician is responsible for locating and marking utility lines, including water, reclaimed water, and wastewater, to prevent damage during construction activities. This role involves using specialized tools, managing data and records, and providing assistance to supervisors in day-to-day operations. The role requires independent judgment, initiative, and fieldwork under various weather conditions. Tasks may also include assisting with inspections, troubleshooting, and communicating with contractors and the public.

Essential Duties and Responsibilities

- Identify and mark the location of water, wastewater, and reclaimed water lines to prevent damage during excavation and construction.
- Utilize modern tools such as **ground-penetrating radar (GPR), electronic locating equipment, metal detectors, and GIS mapping software** for locating underground utilities.
- Perform quality assurance checks and update **GIS maps** to reflect any corrections or changes.
- Assist in the development and revision of standard operating procedures (SOPs).
- Maintain accurate records of work performed, using both **digital record-keeping tools** and physical documentation as required.
- Ensure proper equipment, supplies, and materials are available and provide feedback on new equipment evaluations.
- Generate **weekly, monthly, and annual productivity reports** and track mapping errors.
- Meet with the public and contractors at work sites to answer inquiries and provide necessary information.
- Coordinate with other divisions and departments to communicate corrections to utility maps.
- Ensure compliance with industry safety standards and municipal regulations, including **Sunshine State One Call of Florida** and Chapter 556 of the Florida Statutes.
- Perform field inspections as needed, working in confined spaces and under varying weather conditions.
- May be required to be on-call for scheduled periods of time plus respond to and assist with after-hours callouts by other employees.
- The above essential duties and responsibilities are not to be construed as a complete statement of all performed by sole employee. All Water and Sewer Department employees will be required to assist with the duties and responsibilities of other Water & Sewer Department job-titles (Well

Operators, Line Spotter Technicians, Backflow Technicians, Reclaim Water Technicians and Water & Wastewater System Technicians I, II, III) may be assigned as related duties, when necessary, if all other essential job functions have been completed.

Supervisory Responsibilities

This position does not have direct supervisory responsibilities but may assist in training or mentoring other team members.

Minimum Requirements and Qualifications

- **High school diploma or GED.**
- Minimum **1 year of experience** in utility locating, with **6 months of lead or supervisory experience** preferred.
- Experience with **GIS software (e.g., ArcGIS), Google Earth, and Microsoft Office tools.**
- Familiarity with **Sunshine State One Call** guidelines and Chapter 556 of the Florida Statutes.
- Ability to **read utility maps, construction plans, and engineering drawings.**
- Valid **Florida Driver's License** with a clean driving record; May be required to obtain Class B or A CDL License with Tanker Endorsement depending on vehicle operation necessary to perform Water & Sewer Department assigned duties and responsibilities.
- May be required to obtain FL DEP Level 3 or 2 Distribution System Operator License or Class 'C' Water Treatment Plant Operator License necessary to perform Water & Sewer Department assigned duties and responsibilities.

Knowledge, Skills, and Abilities (KSAs)

Knowledge

- Basic understanding of **construction practices, safety protocols, and excavation procedures.**
- Knowledge of **municipal rules, regulations, and ordinances** related to utility and construction activities.
- Familiarity with **GIS tools** and mapping software to interpret and update utility data.

Skills

- Proficient in using **pipe locating tools, GPR, and metal detectors.**
- Strong **reporting and data entry skills** using digital tools.
- Ability to communicate effectively with contractors, colleagues, and the public.

Abilities

- Physically capable of **lifting equipment and materials (up to 60 lbs)** and working in confined or outdoor spaces.
- Ability to work independently, make decisions in the field, and follow complex procedures.
- Flexibility to **coordinate activities with multiple teams and meet deadlines.**

Physical Requirements

- Perform work in various environments, including **adverse weather conditions** such as heat, cold, rain, and humidity.
- Operate equipment in confined spaces, including **crawl spaces, storm drains, and underground vaults.**
- Lift, carry, and transport equipment weighing up to **60 lbs** multiple times throughout the day.

- Engage in repetitive activities such as **bending, kneeling, and reaching** for extended periods.

Work Environment

- Exposure to **hazardous environments**, including waste flows and confined spaces.
- Work may involve **loud noise levels** and proximity to live utility systems.

Certificates, Licenses, and Registrations

- Valid **Florida Driver's License** with eligibility for coverage under the City's insurance.

Safety Requirements

- Follow all **safety procedures and guidelines** as outlined by the department.
- Use personal protective equipment (PPE) and adhere to **work zone safety protocols** at all times.
- Participate in ongoing **safety training and meetings** to stay updated on best practices.

Career Development

- Engage in **continuing education and professional development**, including job-related certifications and coursework.
- Opportunities for training and mentoring within the department.

Acknowledgment

By signing below, the employee acknowledges understanding the job description and the ability to perform the outlined duties with or without reasonable accommodation.

****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Print Name

Employee Signature

Human Resources

Date

Date