Office of
Human Resources

CITY OF LAWRENCEVILLE

Locate Technician – Damage Prevention

Hourly Rate: $14.16

The City of Lawrenceville has an opening for Locate Technician in the Damage Prevention department. This position is responsible for locating and properly marking gas lines in order to prevent damage caused by unrelated digging and trenching.

REQUIREMENTS: Must have a valid Georgia Driver's license with a good driving history. **MUST** be 21 years old.

See attached job description.

APPLICATION PROCESS:

Applications available on our website at: www.lawrencevillega.org **or in the Human Resources Department at City Hall.**

- Complete the application.
- Please attach a copy of your diploma or equivalent.
- Please attach a copy of your resume.

*** Applications will not be processed unless all information is included.**

SUBMITTING APPLICATION AND APPLICABLE DOCUMENTS:

1. E-mail to humanresources@lawrencevillegaweb.org
2. Hand-deliver to the Human Resources Department at City Hall

If you have any questions about your application, please contact City of Lawrenceville Human Resources Department at 678.407.6647 or humanresources@lawrencevillegaweb.org

*** POSITION POSTED** October 28, 2016

Position open until filled

The City of Lawrenceville is an Equal Opportunity Employer. All qualified applications will receive consideration for employment regardless of race, color, religion, sex, national origin, disability or any other status protected by applicable Federal, State, or local laws.

70 S. Clayton St. P.O. Box 2200 Lawrenceville, Georgia 30046-2200
770.963.2414 www.lawrencevillega.org

Job Title: Locate Technician

Job Summary: This position that responsible for locating and properly marking gas lines in order to prevent damage caused by unrelated digging and trenching.

Major Duties:

- Reviews information on locate request;
- Locates gas lines using maps, print books and electronic locating equipment;
- Marks the location of underground utilities utilizing stakes, flags, and/or paint; photographs all locate activities and records them on assigned laptop;
- Reports or repairs any damaged or exposed gas lines or meters;
- Inputs information for daily tickets;
- Monitors third party construction work surrounding gas lines;
- Responds to emergency locates as necessary;
- Consults with contractors, developers, builders, state and local authorities and construction firms regarding location of gas line and appropriate digging and trenching area;
- Informs and educates homeowners on locate operations or activities as needed;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of federal, state and local safety guidelines, rules and regulations;
- Knowledge of geography of city streets;
- Knowledge of city services and departmental policies and procedures;
- Knowledge of proper safety procedures;
- Knowledge of Georgia Dig Law and related procedures;
- Knowledge of or ability to understand APWA Uniform Color Codes for marking underground utilities;
- Knowledge of and ability to use the Georgia 811 ticketing system;
- Skill in dealing with the public;
- Skill in operating a computer;
- Skill in oral and written communication;
- Ability to read and understand maps;
- Ability to operate locating equipment;
- Ability to work independently from general instructions and broad work expectations;
- Ability to establish and maintain effective working relationships with coworkers, other City staff and the general public.

Supervisory Controls: The Director of Damage Prevention assigns work in terms of general instructions. Completed work may be reviewed for compliance with procedures and the nature and propriety of the final results.

Guidelines: Guidelines include City Codes, Public Service Commission guidelines and departmental policies and procedures. These guidelines generally clear and specific but require some judgment, selections and interpretations in application.

Job Title: Locate Technician (continued)

Complexity: The work consists of varied tasks that aid in maintaining effective and efficient operation of the Damage Prevention Department.

Scope and Effect: The purpose of this position is to prevent gas line damage caused by digging and trenching and ensure the effective and efficient operation of the Gas department.

Personal Contacts: Contacts typically with co-workers, other municipalities, contractors, residential, industrial and commercial property owners, citizens, developers, builders and other City workers.

Purpose of Contacts: Contacts are typically to give or exchange information and provide, restore, or resolve service related issues.

Physical Demands: The work is typically performed while sitting, standing, bending, crouching or stooping and walking. The employee is required to occasionally lift light and heavy objects, climb ladders, and use tools and equipment requiring a high degree of dexterity. The employee must be able to distinguish between shades of color.

Work Environment: The work is typically performed in an office and in field settings. The employee is exposed to dust and dirt, machinery with moving parts and inclement weather.

Supervisory and Management Responsibility: None

Minimum Qualifications:
High School diploma or equivalent; ability to acquire and maintain the National Safety Council and Defensive Driving certification; valid GA Driver's License required.

Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

Personal Information

NAME (LAST NAME FIRST)			DATE _____
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? ☐ YES ☐ NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? ☐ YES ☐ NO	
EVER APPLIED TO THIS COMPANY BEFORE? ☐ YES ☐ NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers *(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)*

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

CONTINUED ON OTHER SIDE

References *(GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)*

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE _____ SIGNATURE _____

Do Not Write Below This Line

DATE _____ INTERVIEWED BY _____

Remarks

NEATNESS			CHARACTER	
PERSONALITY			ABILITY	
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER _____ DEPARTMENT HEAD _____ GENERAL MANAGER _____

This application for employment is sold only for general use throughout the United States. TOPS assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state, and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.