



*Department of Human Resources*  
Annette Crawford, Director

## Locate Technician Damage Prevention

**Hourly Rate: \$17.17**

The City of Lawrenceville has an opening for Locate Technician in the Damage Prevention Department. This position is responsible for performing technical duties in the location of underground utilities, to include reviewing information on locate tickets to plan routes, reading and interpreting utility maps to identify type and size of underground utilities, operating electronic detection equipment to locate and mark underground utilities, marking the location of utilities with stakes, flags, or paint; taking photographs of all locate activities, performing light excavations with shovel and post-hole diggers, closing out excavation notices and reports to GA-811; and other duties as needed.

REQUIREMENTS: Must have a high school diploma or equivalent; must have a valid Georgia Driver's License, with a good driving history; must be at least 21 years old.

### APPLICATION PROCESS:

Applications are available on our website at: [www.lawrencevillega.org](http://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@lawrencevillega.org](mailto:humanresources@lawrencevillega.org)
2. Hand-deliver to the Human Resources Department at City Hall

If you have any questions about your application, please contact the City of Lawrenceville Human Resources Department at 678.407.6647 or at [humanresources@lawrencevillega.org](mailto:humanresources@lawrencevillega.org)

**\*\*POSITION POSTED on November 15, 2017 and will be 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.



## **Locate Technician**

### **Damage Prevention**

DP/4

#### **JOB SUMMARY**

This position performs technical duties in the location of underground utilities.

#### **MAJOR DUTIES**

- Reviews information on locate tickets to plan routes.
- Reads and interprets utility maps to identify type and size of underground utilities.
- Operates electronic detection equipment to locate and mark underground utilities.
- Marks the location of utilities with stakes, flags, or paint; photographs all locate activities.
- Performs light excavations with shovel and post-hole diggers as needed.
- Closes out excavation notices and reports to GA-811.
- Reports leaks and unsafe conditions to supervisor.
- Inspects above ground facilities for evidence of corrosion.
- Consults with contractors, developers, builders, state and local authorities, and construction firms regarding the location of underground utilities.
- Maintains records and prepares reports.
- Performs public awareness activities including educating excavators and homeowners of relevant laws and safety procedures.
- Performs related duties.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of underground utility locating principles and practices.
- Knowledge of map reading principles.
- Knowledge of GA 811 ticketing system.
- Knowledge of area streets and roads.

- Knowledge of damage investigation principles.
- Skill in the use of computers and job-related software programs.
- Skill in the use of the GA 811 ticketing system.
- Skill in the preparation of reports.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Damage Prevention Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include state and federal laws, city codes, Public Service Commission guidelines, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Inclement weather and field conditions contribute to the complexity of the position.
- The purpose of this position is to perform technical duties in the location of underground utilities. Successful performance contributes to the efficiency and effective of a variety of construction and maintenance projects and to the safety city infrastructure.

## CONTACTS

- Contacts are typically with co-workers, representatives of other municipalities, contractors, property owners, developers, builders, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, and to provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience required
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

# 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? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> 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				

**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."

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.

# Voluntary Self-Identification Form for Applicants

TO ALL APPLICANTS: Our company is an Equal Opportunity Employer and as such, we are subject to certain governmental recordkeeping and reporting requirements. At this time, we are asking you to help us meet our obligations by completing the following information. This information will only be used in accordance with the provisions of applicable laws, executive orders, and regulations. Providing this information is voluntary and refusal to do so will not subject you to any adverse treatment. All information provided will be kept confidential. It will remain separate from your employment application and will not be used in any way during the interviewing or hiring process or to make a selection decision.

## PART I: General Information

First Name

M.I.

Last Name

Position Applied for

Today's Date

## PART II: Gender, Ethnicity, & Race Information

Male

Female

**For ethnicity & race, please check one box only from the list below:**

- Hispanic or Latino      A person of Cuban, Mexican, Puerto Rican, South of Central American, or other Spanish Culture or origin, regardless of race.
- White (non-Hispanic or Latino)      A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (non-Hispanic or Latino)      A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (non-Hispanic or Latino)      A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (non-Hispanic or Latino)      A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Two or more races (non-Hispanic or Latino)      All persons who identify with more than one of the above five races.
- I do not wish to provide the information requested above

## PART III: Referral Source

- Company Website       Job Board       Newspaper       Educational Institution
- Temp Agency       Search Firm       Walk-In       Employee Referral
- College Recruiting       Professional Assoc.       Other \_\_\_\_\_