



## Utility Locator I/II/III

The James City Service Authority seeks career-minded individuals to perform work locating existing James City Service Authority (JCSA) underground utilities in accordance with the Commonwealth of Virginia “Miss Utility” program. Assists with construction inspections on an as needed basis (Level II/III). There are three levels of Utility Locator distinguished by the level of the work performed and the qualifications of the employee and the requirements of the position being filled.

Position is eligible for Full-Time County Benefits

Classification Title	Salary Range	Salary
Utility Locator I	Grade 10	\$39,968 / yr or higher DOQ
Utility Locator II	Grade 11	\$42,734 / yr or higher DOQ
Utility Locator III	Grade 12	\$45,704 / yr or higher DOQ

### Responsibilities:

- Uses engineering drawings, computers, geographic information systems (GIS) software and specialized electronic equipment to locate existing JCSA underground infrastructure as required by the Miss Utility laws and regulations; coordinates and documents requests for markings from Miss Utility and maintains computerized Miss Utility system and updating of the JCSA laptops; acts as point of contact for Miss Utility tickets.
- Assists utility companies, contractors, developers, land owners, public and JCSA personnel in locating existing JCSA underground infrastructure.
- Uses independent judgement, experience and analysis as to possible methods of installation and pipe placement to locate untraceable JCSA underground infrastructure.
- Records location of existing utilities on blueprints, maps and electronic devices; assists in the preparation of as-built drawings and corrects and updates existing as-built drawings and GIS records, based on field observations.

### Requirements:

- Must possess or be able to obtain within 30 days of hire, a valid Virginia driver’s license and have an acceptable driving record based on James City County’s criteria.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite, GIS and Miss Utility software.
- Ability to read and interpret blueprints, technical drawings and maps; operate specialized electronic locating equipment, audio equipment and computer equipment.

Position Level	Requirements
Utility Locator I	<ul style="list-style-type: none"> <li>• Any combination of education equivalent to a high school diploma; some experience locating and marking underground utilities; or some experience with the installation and construction of underground utilities or related field.</li> </ul>
Utility Locator II	<ul style="list-style-type: none"> <li>• Considerable experience locating and marking underground utilities; or considerable experience with the installation and construction of underground utilities or related field.</li> <li>• Experience with water and wastewater utility construction and inspection; demonstrated ability to assist with utility construction inspections.</li> <li>• Must meet all requirements of Utility Locator I.</li> </ul>
Utility Locator III	<ul style="list-style-type: none"> <li>• Acts as lead worker to Utility Locators including training, coordination of Miss Utility tickets, damage investigations, monthly Miss Utility reports and daily checks and ticket confirmations on the Miss Utility system.</li> <li>• Must meet all requirements of Utility Locator II.</li> </ul>

Required for all career ladder levels: Satisfactory completion of introductory (initial or promotional) period; “meets” or higher on last performance evaluation; not received a written reprimand or higher-level disciplinary action within the past 12 months; funding of career ladders in budget must have been approved by Board of Supervisors; and certification from Department Manager of completion of requirements.

**[Click here](#)** for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a fully completed application is required in order for your application to be considered. **Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**