



AN EQUAL OPPORTUNITY EMPLOYER

## Employee Job Description

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# Distribution Locater

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**Reports to:** Distribution Superintendent

**Department:** Distribution

**Classification:** Hourly (non-exempt)

**Grade:** 8 (\$20.55 – \$25.16/hr)

This is a full-time position with typical working hours of M-F 8:00 am to 4:30 pm. The successful candidate will occasionally work off-shift hours, handle call-outs and serve on-call as needed.

### Summary of Responsibilities:

This position provides skilled labor and technical expertise in the physical locating, marking, identification of water distribution and service lines as part of the Ohio Utility Protection Service (OUPS). In addition, this position may be required to assist in the operation, installation, maintenance, repair and replacement of water mains, hydrants, valves, meters and other related infrastructure of the water distribution system.

### Essential Duties:

- Sort, and prioritize OUPS tickets.
- Locate water lines by reading and reviewing company Geographic Information System (GIS), atlas mapping, aerial photos, as-builts drawings, intersection details, and meter cards to determine water line locations.
- Locate and mark main and service water lines within the designated time frame.
- Interact and maintain a positive relationship with contractors and other individuals.
- Update and correct drawings in order to maintain accuracy.
- Isolate leaks and water main dig-ins by locating valves and shutting-off water.
- Assist Distribution with fixing, flushing and turning-on water mains.
- Repair meters and ruptured water lines as needed.
- Check for possible leaks by taking water samples.
- Report damage to valves and hydrants.
- Assist in the installation of water lines, water meters, setting taps, read meters, repair and maintenance of hydrants.
- Clean and maintain equipment, tools, and trucks.
- Prepare reports, documents, and forms as required.
- Perform other duties as needed.

### Qualifications:

- Must be able to work in a fast-paced environment and be able to prioritize and organize work in order to meet deadlines imposed by OUPS.
- Knowledge of the water system and county roads is preferred.
- Excellent verbal and written communications skills required.

- Basic computer and math skills needed.
- Must be a self-starter and have good independent judgment with the ability to solve problems and deal with a variety of variables.
- Must have experience with hand tools, powered hand tools, and motorized equipment for general repair and maintenance work.
- A high school diploma or GED is required.
- Must be able to drive a light duty truck and have a valid State of Ohio Motor Vehicle Operators License with acceptable driving record.
- Must be able and willing to perform manual labor in adverse weather conditions.
- An Ohio CDL Class A license, and OEPA Distribution Operator License (class I or II) is preferred. Work as a team member and cooperate with others on group projects.
- Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities to perform the job duties successfully.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, and frequently required to stoop, kneel, crouch, or crawl. The employee is frequently required to reach with hands and arms; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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We offer an excellent benefit plan that includes health, dental, vision, life and disability insurance. Paid time off benefits include personal time, sick time, and vacation time. In addition to our pension plan we offer a 401(k) and a Roth Plan.

Submit your resume and cover letter to:

[HR@delcowater.org](mailto:HR@delcowater.org)

Del-Co Water Co., Inc.  
6658 Olentangy River Rd  
Delaware, OH 43015

Deadline to Apply: March 22, 2019

*This position description is not to be construed as an exhaustive statement of accountabilities, duties, or responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. Del-Co Water Company reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the position.*