

*Code: 2459*

*Title: UTILITY COORDINATOR*

**SUMMARY:** Coordinates and supervises the operation and activities of the County's Blue Stake Unit.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Receive requests for Blue Stake services to locate County owned, operated or maintained underground utilities;  
Review engineering maps, utility drawings, construction plans, base maps and other reference material to determine locations of County owned, operated or maintained underground utilities;  
Review excavation plans and identify potential conflicts with existing County owned, operated or maintained underground utilities;  
Identify Blue Stake service requests requiring need for on-site inspection and or marking by a Utility Locator;  
Dispatch Utility Locators to identify, record and or mark County owned, operated or maintained utilities;  
Monitor Utility Locator's performance to ensure completion of Blue Stake service requests within mandated time-frames;  
Maintain and update files, reports and automated information system (AIS) with status of Blue Stake requests;  
Maintain complete and thorough documentation on County Blue Stake activity resulting in damage to County owned/maintained utilities;  
Liaison with other local utility service providers to coordinate utility location and or marking;  
Supervise, monitor, and train personnel assigned to the County Blue Stake Unit as Utility Locators or in other capacities;  
Participate in unit budget development and monitoring;  
Review technological advances in the Utility Services field and make recommendations on capital and operational equipment expenditures;  
Monitor operating procedures within the Blue Stake Unit to ensure optimal efficiency and make procedural and or operational changes as required;  
Communicate policies, procedures, and State regulations to contractors and the public regarding Utility Locator services;  
May participate in the locating and marking of County owned, operated or maintained underground utilities.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- microcomputer applications and operating procedures;
- public works engineering design concepts and specifications;
- State and Federal regulations affecting utility identification;
- principles, methods and techniques of surveying;
- data collection techniques and data input for AIS systems;
- other utility service providers in and around Pima County;
- technological advances within the field of utility locating services;
- management and supervisory practices relevant to employee performance, scheduling, and motivation;
- merit system rules and policies.

Skill in:

- use of microcomputers to input data to, or retrieve data from, specialized software programs;
- reading and interpreting engineering maps, utility drawings, construction plans, base maps and other reference material;
- analyzing excavation plans to determine potential conflicts with underground utilities;
- operating basic surveying equipment and underground utility locator equipment;

- communicating with co-workers, supervisors, contractors and the public.

MINIMUM QUALIFICATIONS:    Either:

(1) Completion of 27 semester hours of college level course work from an accredited college, technical trade school, or university in engineering, surveying, drafting, blueprint reading, construction or cartography and three years of experience reviewing and interpreting engineering plans and maps, utility drawings, construction plans or electrical schematics.

(One year of additional experience reviewing and interpreting engineering plans and maps, utility drawings, construction plans or electrical schematics may be substituted for nine semester hours of college level course work from an accredited college, technical trade school, or university in engineering, surveying, drafting, blueprint reading, construction or cartography.)

OR

(2) Two years of experience as a Pima County Engineering Plans Technician, Senior Engineering Plans Technician, or Utility Locator.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.