



## Utility Locator Operations Department

**Full-Time/Non-Exempt  
Career Range: \$30.10-\$42.62/hour (DOQ)**

**Fort Collins – Loveland Water District**

**Revision Date: January 2026**

**Approved by General Manager:**

**Approved by Human Resources:**

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### **General Purpose:**

The Utility Locator is responsible for locating and marking all underground facilities for the Fort Collins-Loveland Water District (FCLWD, the District) for the purpose of identification. Reports directly to the Regulatory Operations Superintendent.

### **Essential Functions:**

- Accurately marks and flags all underground water, including all associated appurtenances.
- Operates radio detection equipment.
- Reads, understands, and uses blueprints, mapping details and diagram sketches of water lines.
- For locate tickets, organize, track, and disseminate to work crews for assistance, as deemed reasonable by supervisor.
- Assists customers with requests related to underground locating and marking of facilities.
- Assists Administration Department and engineering staff in relation to facility locates and mapping.
- Completes service orders, data entry and research associated with accurately locating utilities on a daily basis.
- Assists the Business Office and Water Operations Departments in completion of any / all projects when assistance is needed.
- Provides back-up coverage in the department.
- Complies with the Water Operations cleaning schedule.
- Ensures that the uniforms provided will be worn, unaltered, fitted, and clean for each workday.
- Other duties as required and necessary to ensure the success of the organization.

### **Supervisory duties:**

- None.

### **Knowledge, skills and abilities:**

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision and values.
- Ability to comprehend, learn and understand the basics of distribution water systems.
- Displays competent accountability of work vehicle, tools and equipment related to the job.
- Knowledge of basic math with the ability to troubleshoot and problem solve.
- Ability to read and understand blueprinted and mapped drawings.
- Ability to communicate effectively with customers, co-workers, and supervisory staff verbally or in writing.
- Ability to conduct themselves in a responsible and professional manner at all times.
- Knowledge of hand and power tool operations with a safety conscious attitude.
- Ability to perform tasks unsupervised throughout an eight (8) hour day.

**Additional Requirements/Licenses/Certifications:**

- Must have reliable transportation.
- Must have a valid driver's license.

**Material and equipment directly used:**

- Telephone, computer, two-way radio, cell phone, operations power and hand tools provided and fleet vehicles.
- Microsoft Office software.

**Physical Activities:**

*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 talk or hear. May involve climbing ladders, stairs, steps and traversing catwalk grating, pushing, pulling, bending, stooping and kneeling on a frequent basis and working in confined space and manual dexterity required to complete work tasks through safe and proper operation of power and hand tools, and motor vehicles.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Strenuous physical work. Heavy lifting, pushing, or pulling of objects up to 25 pounds frequently and 50 pounds occasionally.

**Education:**

- High School Diploma or General Education Diploma (GED) equivalent is required.

**Experience:**

- A minimum of one (1) year of experience related to the water industry.
- A minimum of three (3) years of experience related to utility locating.
- Safety training related to the industry.
- General knowledge of GIS systems.
- Knowledge of Microsoft Office software.
- An equivalent combination of education and experience may be substituted on a year for year basis.

**Working environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Work may be performed in an inside or outside environment during all types of temperatures, weather conditions and all times of day while being exposed to excessive noise from machines. Snowy, wet, and muddy conditions will exist. Work may be done in confined or cramped spaces.
- Regular and long-term exposure to work areas containing toxic/caustic chemicals; extreme conditions such as hot/cold; sharp hazards; dust/fumes/gasses; electrical shock; moving mechanical parts; high pitched and/or constant loud noise; communicable diseases.
- Work may involve assisting with performing sampling, calibration of equipment and process instruments calibration / maintenance often in difficult areas.
- Ability to use gas monitoring equipment, safety tripod and harness and any other required safety equipment for entering both high and low hazard confined spaces.

- Personal Protective Equipment (PPE) required including cold weather gear, eye protection, gloves, and provided uniform.
- A clean and safety-conscientious environment required while employed.
- Work may involve long hours and overtime during holidays, weekends, and evenings.
- Subject to call-back work.
- Travel to branch locations on a regular basis is necessary.

*Passing pre-employment screening will be required prior to the start of employment.*

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I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

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Printed Name

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Date

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Signature