

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **Blue Stake Coordinator**

BAND	SALARY GRADE	
B	209	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Water Operating	Water Superintendent	Non-Exempt
REVISION DATE: July 2005		

GENERAL PURPOSE

Performs a variety of skilled work locating and marking underground water line and valves. Work is subject to on-call status. An employee of this class is responsible for locating and marking (blue staking) water lines in construction areas accurately to avoid damage and interruptions in service, for locating water system valves for emergency turn-off or routine inspection and for locating meters and services which have been obscured by debris or incorrectly located on maps. Work includes the use of electronic metal detecting equipment, blueprints, maps and charts to assist in the location of lines and services.

SUPERVISION RECEIVED

Works under the general supervision of the Water Superintendent.

SUPERVISION EXERCISED

None generally. Work requires considerable exercise of initiative and independent judgment in identifying water system locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responds to requests from utility and construction companies, contractors, public, property owners, and City service crews to locate and blue stake abandoned and live water system lines, valves and other components to avoid damage and interruptions of service and to facilitate emergency repairs.

Reviews and interprets a variety of maps, charts and blueprints to establish the locations of water lines, valves, meters and related services.

Operates specialized detection equipment and measuring devices to verify actual location of water lines and services.

Installs markers (blue stakes) to identify areas containing water system components.

Inspects and operates system components to determine condition and operability and investigates in response to no water or low water complaints or reports of leaks.

Meets with contractors and construction inspectors in the field and maintains contact with ongoing construction projects; maintains familiarity with system expansions and modifications.

Assists in training other employees, as assigned.

Maintains records of work activities; reports system defects; prepares As built, as needed; assists field crews as needed and may be responsible for guiding and directing the activities of a field crew in the absence of the supervisor.

PERIPHERAL DUTIES

Performs related work as required.

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and,
- (B) One to three years experience in water distribution system constructions and maintenance work including some experience in locating underground lines and system components, and
- (C) Sufficient education to perform arithmetic calculations, to read and interpret instructions, blueprints, charts and maps and to maintain records and prepare reports, or
- (D) Any equivalent combination of years experience and training which provides the desired knowledge, skills and abilities.

Necessary knowledge, Skills and Abilities:

- (A) Considerable knowledge of the water distribution system, Blue Stake activities, including locations and operating characteristics; working knowledge of metal detection equipment operation and characteristics; knowledge of map, chart and blueprint reading.
- (B) Skill in locating underground water system lines and components accurately; skill in the operation and use of metal detection equipment and measuring devices.
- (C) Ability to interpret blueprints, charts and maps accurately in relationship to actual geographical site locations; ability to install markers to identify water system lines and components accurately; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, associate personnel, contractors, developers, customers, other utility personnel, County, State and Federal personnel and the general public; ability to understand and carry out written and oral instructions; ability to schedule, organize and complete assigned work within established time constraints, to respond effectively in emergency situations and to maintain productivity in adverse working conditions and stressful situations.

SPECIAL REQUIREMENTS

Valid State (class 4 Operator) Driver's license.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.