

**JOB DESCRIPTION**  
**VIRGINIA PUBLIC UTILITIES**

Date Updated 2/21/06 Approved by \_\_\_\_\_

☒ **Bargaining Unit** AFSCME Local 729 ☐ **Non-Bargaining**

I. **TITLE:** Inspector/Locator

II. **RATE OF PAY:** As per Bargaining Unit Agreement

III. **REPORTS TO:** Director, Outside Distribution

IV. **RESPONSIBILITIES** (not meant to be inclusive of all duties to be assigned):

1. Primary responsibilities include:
  - Performs a systematic and comprehensive inspection of all customer metering and keeps valid and legible records on same.
  - Reports all violations to the proper authority so corrective action can be initiated. Participates in legal process in cases of utility fraud as needed
  - Performs follow-up inspections on all reported violations to assure corrective action has been taken.
  - Makes minor repairs to meters, systems, etc. as needed
  - Locates the Department's facilities for service crews, contractors, and property owners prior to excavating as required by Gopher State One-Call Center.
  - Visits locations, makes field notes, and reports mapping issues to Engineering Technician.
  - Assists with laying out routes for utility systems.
2. Secondary responsibilities include assisting service crews as follows:
  - Installs, maintains and repairs water, gas and district steam heat lines within the jurisdiction of this Utility.
  - Installs, maintains and repairs meters, regulators, valves, traps, expansion joints, etc. involved in the operation and distribution of water, gas and district steam heating.
  - Reads and records meter readings when assigned.
  - Does carpentry and cement work.
  - Digs ditches, back fills and performs other work relative to the installation, maintenance and repair of water, gas or district steam heat systems.
  - Drives trucks, operates air compressor, backhoe, skidsteer and other mechanical equipment.
  - Does minor arc and gas welding.
3. Performs other related work as assigned.

V. **WORK SCHEDULE:**

- Generally day shift
- May be asked to work extra shifts, call outs, or trouble call duty.
- Must be able to meet the reasonable response time as specified in the current AFSCME contract.

VI. **MINIMUM QUALIFICATIONS:**

1. Educational
  - Graduation from high school or equivalent required.
  - At least three (3) years experience in installation, maintenance and repair of water, gas and district steam heat distribution systems or successful completion of Utility Serviceman Apprenticeship program.
2. Knowledge and Experience
  - Thorough knowledge of hazards of occupation.
  - Thorough familiarization of water, gas and district steam heating distribution systems.
  - Should have an analytical mind to be able to solve problems of both a technical and

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- operational nature.
- Should have good communication skills.
- Ability to understand all relevant codes and Department policies.
- Familiarity with locating equipment and techniques desirable
- Ability to read blueprints and maps
- Ability to use Computer Aided Drafting software to view system maps.
- 3. Required Licenses, Certifications, Training
  - Must have a valid Class B Commercial driver's license.
  - Must have or achieve training on pulling electrical meters
  - Must have or achieve required OPS gas training
- 4. Other
  - Ability to understand and carry out written and oral instructions.
  - Should be able to get along with individuals at all levels, both inside and outside the Department.
  - Must be able to deal with customers with unfailing courtesy and tact.
  - Must be able to perform the duties of the position.
  - It is desirable an individual be promotable to positions of higher responsibility.

**VII. PHYSICAL REQUIREMENTS** are those necessary to successfully perform the essential functions of this job:

1. Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to stand and stoop, kneel, crouch, or crawl.
3. Occasionally required to walk, sit, climb or balance, and taste or smell.
4. Must frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

**VIII. WORK ENVIRONMENT** are those encountered while performing the essential functions of this job:

1. Frequently works near moving mechanical parts, in outside weather conditions, and with explosives and is frequently exposed to extreme heat.
2. Occasionally exposed to confined spaces, wet and/or humid conditions, fumes or airborne particles, extreme cold, and vibration.
3. The noise level is frequently loud (traffic, equipment, etc.)