



Job Description **Facilities Locator**

Department: Operations
Reports To: Area Supervisor

Last Updated: 10/21/2020

Classifications:

<input checked="" type="checkbox"/> Non-Bargaining Unit (South)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Senior Staff
<input checked="" type="checkbox"/> Bargaining Unit (North)	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Non-Supervisory Management	<input type="checkbox"/> Executive Team

Supervises: n/a

Job descriptions are subject to modification to reasonably accommodate individuals with disabilities, depending on risk to health and safety of the employee and/or others. The basic requirement of every position is to perform all tasks as assigned. Duties and scope of position may change based on needs of the Company. This document does not create an employment contract, implied or otherwise.

GLE staff members are required to work in a safe manner in accordance with regulatory standards and requirements and with the procedures listed in the Cooperative's Safety Handbook.

Efficient and cooperative work is required of staff, which includes regular, dependable, punctual attendance except when prohibited by law, and timely and accurate performance of duties.

Position Summary:

Locate and mark electric distribution system facilities under the MISS DIG System.

Experience/Education:

- High school diploma or equivalence certificate.
- A valid Michigan driver's license.
- Proficient with position-specific equipment.
- Proficient with position specific software and applications.
- Competent with assigned service territory.
- Competent with Microsoft Office: Excel, Word, Outlook.
- Competent with general office equipment.

Essential Duties/Responsibilities:

- Process requests for cable locating in the field, physically marking facilities route in compliance with MISS DIG and Cooperative requirements; prioritize locates by emergency status and location/route. Communicate results with end users as appropriate, including when clear of GLE facilities.
- Stay educated on MISS DIG requirements.
- Respond to contractor, member and public questions.
- File and track MISS DIG activities for future reference or expansion; provide performance data as requested.
- Monitor and maintain condition of locator equipment, monitor paint and flag inventory and notify purchasing personnel of supply needs.

Significant Duties/Responsibilities:

- Assist engineering/GIS personnel with field checks as requested.

Required Skills:

- Ability to effectively read, write and speak the English language to communicate in a clear, straight-forward, and professional manner.
- Active Listening: giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Active Learning: understanding the implications of new information for both current and future problem-solving and decision-making.
- Service Orientation: actively looking for ways to help people.
- Judgment and Decision Making: considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Operation Monitoring: watching gauges, dials, or other indicators to make sure a machine is working properly.
- Operation and Control: controlling operations of equipment or systems.

Attributes:

- Oral Comprehension: able to listen to and understand information and ideas presented through spoken words and sentences.
- Speech Recognition: able to identify and understand the speech of another person.
- Written Comprehension: able to read and understand information and ideas presented in writing.
- Diplomacy: able to use appropriate diplomacy and tact with members, customers and other contacts.
- Near Vision: able to see details at close range (within a few feet of the observer).
- Far Vision: able to see details at a distance.
- Sound Localization: able to tell the direction from which a sound originated.
- Auditory Attention: able to focus on a single source of sound in the presence of other distracting sounds.
- Memorization: able to remember information such as words, numbers, pictures, and procedures.
- Multi-Limb Coordination: able to coordinate two or more limbs (i.e. arms, legs, one of each) while sitting, standing or lying down. Does not involve performing the activities while whole body is in motion.
- Trunk Strength: able to use one's abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
- Extent Flexibility: able to bend, stretch, twist, or reach with one's body, arms, and/or legs.
- Gross Body Coordination: able to coordinate the movement of one's arms, legs, and torso together when the whole body is in motion.

Additional Preferences:

- Competent with basics of electricity.
- Prior experience with facilities locating and MISS DIG system.
- Competent with equipment required for significant (non-essential) duties.

Problem Solving and Freedom to Act

Problems are moderately difficult. Methods and procedures are defined but judgment may be required to apply them to work. Work is routine and tasks are directly related.

Working Relationships/Communications:

Requires contacts for the purpose of exchanging routine information that requires interpretation as well as clarification.

Internal: Peers, management

External: Members, customers, contractors, general public, state government agencies, other utility personnel