



Career Service Authority

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Underground Utility Investigator Supervisor

GENERAL STATEMENT OF CLASS DUTIES

Supervises the work of Underground Utility Inspectors involved in the location and inspection of underground utilities.

DISTINGUISHING CHARACTERISTICS

The Underground Utility Investigator Supervisor is distinguished from the Underground Utility Investigator, which searches and identifies location of underground utilities through compiling information from public and private utility organizations to generate preliminary drawings to assist project engineers or private citizens in locating underground utilities.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more employees who do not supervise.

ESSENTIAL DUTIES

Supervises employees involved in the location and inspection of sewers, water lines, gas lines, conduits, cable lines and other underground utilities.

Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Compiles investigative information and transfers data to the necessary departments, City agencies, businesses, companies or other entities involved with the excavation of underground utilities.

Conducts dye testing to identify taps for future design and planning purposes.

Performs mathematical computations to determine utility locations.

Develops the performance evaluation program for functions with the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance, and formally evaluates employees in relation to performance.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Oral Communication – Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Problem Solving – Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication – Expresses facts and ideas in writing in a succinct and organized manner.

Leadership – Inspires, motivates, guides others toward goals, coaches, mentors, challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Decisiveness – Makes sound and well informed decisions, perceives the impact and implications of decisions, and commits to action, even in uncertain situations, in order to accomplish organizational goals, causes change.

Flexibility – Is open to change and new information adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, effectively deals with pressure and ambiguity.

Interpersonal Skills – Considers and responds appropriately to the needs, feelings and capabilities of others, adjusts approaches to suit different people and situations.

Self Direction – Demonstrates belief in own abilities and ideas, is self motivated and results oriented, recognizes own strengths and weaknesses, seeks feedback from others and opportunities for self learning and development.

Human Resources Management – Empowers staff by sharing power and authority, develops lower levels of leadership, pushing authority down and out throughout the organization, shares rewards with staff, ensures staff are properly selected, used, appraised, and developed, and are treated fairly.

Influencing/Negotiating – Persuades others, develops networks and coalitions, gains cooperation from others to obtain information and accomplishes goals, negotiates to find mutually acceptable solutions, build consensus through give and take.

Team Building – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, works with others to achieve goals.

Creative Thinking – Develops new insights into situations and applies innovative solutions to make organizational improvements, designs and implements new or cutting edge programs/processes.

Technical Competence – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise, maintains credibility with others on technical matters.

Conflict Management – Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

Vision – Envisions a long term view and initiates organizational change for the future, builds the vision with others, spots opportunities to move the organization toward the vision.

Planning & Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, anticipates potential threats or opportunities.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce, manages workforce diversity.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Pulling: exerting force on an object so that it is moving to the person.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Working Environment:

Handles emergency or crisis situations.
Pressure due to multiple calls and inquiries.
Subject to varying and unpredictable situations.

Education Requirement:

Graduation from high school or possession of a GED Certificate required.

Experience Requirement:

Two years of experience interpreting blueprints/maps and construction drawings.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Licensure and/or Certification:

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Monika S. MacRossie

REVISED DATE: 03/01/2009

REVISED BY: Hameed Pousti

CLASS HISTORY 09/1995 – This class was originally created.
03/2009 – The class specification was updated and placed in to new format.