



JOB DESCRIPTION

Position Title: Inspector/Locator

Date: March 19, 2026

FLSA Status

Non-Exempt

Summary Statement of Overall Purpose/Goal of Position

As a member of the Engineering Department, under the general supervision of the Right of Way Supervisor, performs various duties to ensure reliable use of Metro Water facilities and properties for their intended purposes. Regularly represents Metro Water when interfacing with the public, contractors, and other entities.

Essential Duties

- Reviews and responds to utility locate requests (e.g., 811 tickets), marks utility locations, contacts excavators, provides positive electronic response, and attends construction meetings.
- Interfaces and corresponds professionally and effectively with landowners, contractors, developers, cities, and utility companies regarding use of aqueduct corridors.
- Monitors work performed within Metro Water land interests for compliance with Metro Water standards and approved drawings. Patrols Metro Water land interests for trespassing.
- Utilizes GIS applications and Trimble GPS equipment to collect geospatial data, maintain and update mapping systems, and support accurate utility locates for 811 requests.
- Maintains familiarity of and assists with applications for third-party use of Metro Water land interests, including the preparation of agreements for use of Metro Water lands.
- Approves continuance of work progress or issues "stop work" notices based upon compliance to standards and project specifications.
- Inspects and identifies maintenance needs of Metro Water facilities while inspecting corridor. Reports any issues to appropriate department for follow-up.
- Makes responsible field decisions on construction activities that are in Metro Water's best interest and in accordance with Metro Water policies, procedures, and guidelines.
- Provides inspection-related services on Metro Water projects.
- Maintains and submits detailed inspection and construction daily reports.
- Maintains Metro Water vehicles, equipment, and tools in a clean and organized manner.
- Provides inspector on-call services.
- Notifies supervisor immediately of unsafe conditions and acts.
- Reports all accidents to supervisor and/or department manager immediately.

Marginal Duties

- Gathers monthly cathodic protection readings.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience:

- High school diploma or GED equivalent.
- At least two years underground utilities construction, utility locating, or inspection experience



preferred.

Certificates/Licenses:

- Valid Utah driver's license.
- State of Utah Distribution Grade 4 certification preferred.

Knowledge of

- Metro Water Policies & Procedures, standard specifications, and standard operating procedures.
- General construction techniques and practices and construction management. Must be familiar with the current version of the APWA Construction Inspection Manual.
- Different land interest types including deeded easements and fee ownership and recognize the legal documents for each.
- Metro Water marking procedures, marking tools, and ticket management system.
- General safety measures and practices related to water utility and construction environments.
- Concepts in surveying, GPS, and GIS with the ability to understand the same.
- Personal computers along with software such as e-mail, appointment schedules, word processing, spreadsheets, presentations, and web- and app-based programs such as Trimble Mobile Manager and Field Maps.

Abilities/Skills

- Operate and read pipe locating equipment.
- Understand general survey practices.
- Read and interpret maps, GIS systems, blueprints, technical diagrams, and construction documents.
- Adjust work schedule to accommodate contractors and Metro Water assignments as needed.
- Drive defensively and competently while avoiding hazards.
- Use good personal judgment and discretion in performing all job functions.
- Remain calm and respond effectively in emergency situations.
- Use discretion when handling and disseminating sensitive information.
- Have good written and effective verbal communication skills.
- Provide and receive constructive feedback.
- Adapt to changing technologies and environments.
- Work independently and make sound decisions.
- Consider the impact on Metro Water when making decisions.
- Effective time, organization, and file management.
- Strong interpersonal skills, attention to detail, and accurate documentation skills.
- Use office productivity (word processing, spreadsheets, collaboration, presentation) and work management software.
- Comply with proper health and safety practices, rules, and regulations.

Other Requirements

- Must maintain a cell phone for work use.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is regularly required to perform repetitive wrist, hand, and/or finger movements; sit; talk; hear; feel attributes of objects; grasp; walk; reach with hands/arms; stoop; kneel; crouch; stand; drive; push; climb; and/or balance.



The employee is occasionally required crawl.

The employee must lift weight or exert force as follows:

Regularly (over 70%):	1 to 10 pounds
Frequently (40% to 70%):	11 to 25 pounds
Occasionally (15% to 40%):	26 to 75 pounds
Rarely (less than 15%):	76 to 100 pounds

Specific vision abilities include:

- Clarity of vision at 20 feet or more and 20 inches or less and three-dimensional vision (ability to judge distance and spatial relationships).
- Identify and distinguish colors and adjust the eye to bring an object into sharp focus.
- Ability to see up and down or left to right while fixed on a point.

Concentrated attention required during a typical workday in order to accomplish the essential duties of this position.

Working Conditions

Working conditions require moderate and occasionally strenuous physical activity. Travel to and from various Metro Water sites and training seminars is required. Moderate exposure to heat, cold, dampness, chemicals, fumes, dust, and noise. Regular off-road driving, driving on unpaved surfaces, and/or driving in storm (low-visibility, poor road condition) events. Frequent work performed in or near active roadways. Requires scheduled on-call status as assigned. Frequent exposure to stress as a result of human behavior and the demands of the position.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.