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JOB ANNOUNCEMENT

City of Columbia, Missouri, Human Resources Department
 P.O. Box 6015, Howard Building, 600 E. Broadway
 Columbia, Missouri 65205
 Voice: 573.874.7235 TTY: 711 (MO RELAY) Fax: 573.874.7736
 Web Site: gocomojobs.com

Position Title: Utility Locator I - 955

Department: Utilities

Division: WATER DISTRIBUTION

FLSA Status: Non-Exempt

Union Code/Affiliation: Local 955

Starting Salary: \$18.87/hr-\$23.00/hr; commensurate with training and experience

Job Code: 02433

Application Deadline: 03/09/2026

Number of Positions Available: 1

Hours:

HOURS: 7:00am-3:30pm/Monday-Friday

Special Instructions to Applicants:

Job Description (This job description/posting in no way states or implies that these are the only duties to be performed by the employee occupying this position.)

The purpose of this job is to perform skilled work in determining exact locations of and marking underground water mains, valves, service lines, meter pits and the like to prevent damage to city utilities infrastructure.

Essential Functions:

Meets with business owners and/or designated supervisors to organize marking schedules and locate large excavation projects, trenchless excavations, and excavations impacting critical water infrastructure.

Locates underground water utilities.

Responds to Missouri One Call requests by driving to sites and locating water lines/mains.

Responds to emergency water utility dig up notifications.

Reads blueprints or other engineering drawings to assist in locating buried water lines.

Collects survey grade CPS coordinates for City owned water utility to correct GIS mapping and for added accuracy in future locating.

Ensures legal compliance for city owned water utility. Ensures adherence to all city policies and conformity to common marking practices and standards.

Documents work performed.

Performs detailed, accurate, and objective investigations for damages impacting city owned water infrastructure and/or those caused by excavations.

Performs continuity test of locate wires.

Regular attendance is a necessary and essential function.

Performs other duties as assigned.

Education and Experience (An equivalent combination of education, training & experience will be considered):

Education and Experience

High school diploma or equivalent.

1 to 3 years' experience in utility location.

Licenses or Certifications

Valid driver's license.

National Utility Locating Contractors Association (NULCA) Certification within 6 months of hire.

Knowledge, Skills & Abilities:**Knowledge of:**

City infrastructure.

Practices, equipment and techniques related to locating underground utilities.

Safety standards and precautions pertaining to equipment operation.

Excavation practices, directional boring methods and open trench safety.

General office practices and administrative procedures, records management and administration techniques and procedures.

Common business software applications such as Microsoft Office.

Skill in:

Developing and maintaining effective working relationships.

Communicating verbally and in writing to meet the needs of the audience.

Using and maintaining hand and power tools.

Ability to:

Recognize, analyze, and solve a variety of problems.

Handle difficult and stressful situations with professional composure and maintain effective interpersonal relationships.

Maintain detailed and accurate records.

Read and interpret blueprints or other engineering drawings.

Provide high levels of effective customer service.

Utilize GPS equipment to update mapping features.

Use software and field laptops.

Focus on tasks.

Work on-call and respond at all hours of the day/night.

DISTINGUISHING CHARACTERISTICS

Required to maintain a telephone and permanent residence within 50 road miles of City Hall, 701 E. Broadway, Columbia, MO, within 90 days of hire.

Supervision Exercised:

Job has no responsibility for the direction or supervision of others.

Individuals needing accommodation to apply may call 573.874.CITY (2489)

TTY: 711 (MO RELAY)

THE CITY OF COLUMBIA IS A MERIT, AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER: MALE / FEMALE

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING

The City of Columbia participates in the federal [E-Verify work authorization program](#)