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Utility Clerk Locator

JOB CODE	JOB FAMILY	PROFILE
JCV341	**Trades, Crafts and Other Skilled Work**	**Utility Clerk Locator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**April 15, 2026**

The Utility Clerk Locator provides clerical and field assessment of installations of buried line locations to prevent safety hazards and damage to private and public equipment, utilizing plat and distribution line maps. Responds to New Mexico One Call (NM811) codes, marks, and clears all Bernalillo County Traffic (BECT) and Bernalillo County Utilities (BECU), NM811 standard and emergency one call in accordance with State statue Chapter 62 Article 14 NMSA 1978 Excavation law.

Job Description

DUTIES AND RESPONSIBILITIES

- Reads and understands utility maps, construction drawings, and aerial imagery to assist in identification of underground infrastructure.
- Reads and analyzes blueprints to determine where construction projects will take place.
- Uses magnetic, radar, and electrical equipment to locate lines.
- Utilizes Global Position System (GPS), Geographical Information System (GIS), or surveying detection equipment to pinpoint coordinates of lines.
- Performs calculations to arrive at the depth of lines.
- Prepares diagrams and sketches that show the location of lines.
- Compiles gathered data and prepared images into reports.

- Inspects areas following the completion of renovations or new construction to check utility lines.
- Participates or assists in planning or inspection meetings to present findings.
- Responds to telephone requests and gives information concerning the location of underground utility distribution lines.
- Reviews New Mexico One Call (NM811) tickets to verify if Bernalillo County has any infrastructure and mark all locations if infrastructure exists, then they mark clear from the system.
- Prioritizes work activities by reviewing all “locate” request to determine travel route timelines plus emergency tickets.
- Periodically removes and replaces manhole lids and pull box covers, weighting up to 200 pounds.
- Mark the locations with the appropriate color spray paint, flags or other equipment following safety procedures and laws.
- Assists the Traffic Signal Technicians when needed.
- Performs other job-related duties as required or assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Two (2) years of work experience in an Utility construction and/or electrical technology.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

PREFERENCES

- A basic understanding of Geographical Information Systems (GIS) is preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.
- Employee must successfully complete a background investigation.

WORKING CONDITIONS

- Performs work both indoors and outdoors.
- Exposed to snow, wind, possible lightning, and extreme cold and heat.
- Work in extreme weather conditions is required.
- Exposed to intermittent noise and vibration factors.
- Exposed to exhaust fumes, dust, and mist.
- Work is conducted primarily during daylight hours.
- Work is performed on even or uneven terrain, while operating equipment and performing general labor work. Surfaces may be wet or dry, muddy, paved or dirt roads. Grease or oil may be found on working surfaces. Work may be performed on inclines.
- Work hazards include gas/electrical lines, vehicle traffic, and exposure of skin to gases and fumes.
- Works in all types of terrain and hazards which includes high speed traffic and all types of whether conditions.
- Drive extensively and get in-and-out of vehicle repeatedly and to continuously walk up to several miles per day.
- Required to be on standby and respond to all after hour emergency locates.

EQUIPMENT, TOOLS, AND MATERIALS

- Employees are required to drive a vehicle during the day to include heavy equipment or towing a trailer with work equipment.
- Accurately and consistently wear the appropriate safety gear.
- GPS, GIS equipment, magnetic, radar and electronic equipment.
- Utility maps, construction drawings and aerial imagery.
- Employees use a wide variety of hand and power tools in the performance of duties.
- Equipment used by the employees includes ladder, scaffold, tape measure, hoisting equipment, and toolbox.
- Supplies used by employees include electrical parts, plumbing parts, fasteners of all types, adhesives, paints, solvents, gasoline, diesel, oil, and cleaning materials.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.