

City of Vicksburg Job Description

Job Title: 811 Locator
Department: Gas
Reports To: Supervisor
FLSA Status:
Prepared By: Carla Sullivan
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Approved by Carla Sullivan, February 2026

Summary

Responsible for locating and marking City utilities, Mississippi One Call locates, and repairing damaged gas pipes and water mains.

Essential Duties and Responsibilities include the following, but not limited to:

Locates and responds to all 811 tickets for locating City owned utilities.

Locates water and gas lines.

Operates jackhammer.

Repairs gas line leaks when needed.

Digs and fills ditches when needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); one-year related experience and/or training; or equivalent combination of education and experience.

Completed 811 "Utility Locator Training" through Mississippi 811

Language Skills

Basic language skills are required for this position.

Mathematical Skills

Basic mathematical skills are required for this position.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

No computer skills are required for this position.

Certificates, Licenses, Registrations

Must have and maintain a valid State of Mississippi driver's license.

Other Skills and Abilities

Must be willing and able to become certified to complete various tasks.

Able to read and comprehend maps and blueprints. Must be able to work with little to no supervision.

Other Qualifications

Must be in good physical shape.

Overtime, alternative work schedules, and on-call duty will be assigned with little or no advanced notice.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.