

City of Vicksburg Job Description

Job Title: 811 Locator Foreman
Department: Gas
Reports To: Supervisor
Prepared By: Carla Sullivan
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Approved by Carla Sullivan February 12, 2026

Summary

Supervise all Locate Personnel, communicate with digging and boring contractors, maintain all locating equipment, maintain locating consumable supplies, maintain the City's relationship with State 811 office and local citizens, communicate with Utility Supervisors and Public Works Director about utility and locate issues.

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

Daily checks that all "811 Locates" are completed on time or communicates with the clients about the locating progress

Maintains all locating equipment

Monitors and orders all consumables for Locators i.e., pin flags, spray paint, batteries, and flagging

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

Must be competent using all City owned equipment to assist with locating utilities such as, but not limited to magnetic locators' electronic locators, push locators, smoke locators, GPS locators, and camera locators.

Daily communication with any Digging or Boring Contractors working around City own utilities

Competent at submitting a "Dig Ticket" using the Mississippi 811 online portal.

Competent using Trimble GPS Unites to collect location information on all City owned utilities as they are located or when there are new utility installs. This GPS data is used to maintain the City's GPS mapping system.

Operate and maintain the City's "Camera Truck" used for discovering problems inside pipes and for locating pipes.

Work with City mapping personnel to keep utility maps up-to-date and advance the City's utility mapping system with new GPS data on sewer, water, gas, fiber optic, and electricity

Proficient with City iPads used for the "Positive Response" required by State Law through "Hyperweb" program and other mapping programs used on the iPad.

Be able to read and understand maps and site plans

Must be able to operate heavy equipment (excavator/backhoe/tractor) to assist with locating and/or repairing utility issues.

Train all new locator employees in the 811 locate system and how to use all the equipment

Competent in repairing and installing water, gas, and sewer lines.

Supervisory Responsibilities

Directly supervises all 811 locator personnel. Responsibilities include daily job assignments, communication throughout the day about 811 jobs and work progress and training all personnel on equipment and 811 procedures. 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 above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation 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)
Completed 811 "Utility Locator Training" through Mississippi 811
Three years 811 utility locating on-job experience

Language Skills

Ability to read, analyze, and interpret 811 tickets, technical instructions, and changes in policy.
Ability to effectively communicate, present information and correspond with co-workers, contractors, and the public

Mathematical Skills

Ability to do moderate math calculations and general math

Reasoning Ability

Ability to think "outside the box", use common sense, reasoning, and experience to locate City owned utilities that are sometimes very difficult to locate

Computer Skills

Must have basic computer skills and be competent using these programs: Microsoft Outlook, the Internet, Google Earth, Trimble Terraflex, and the Mississippi 811 ticket submission system

Certificates, Licenses, Registrations

Must have and maintain a valid State of Mississippi driver's license.
Complete the Mississippi 811 "Utility Locator Training" Program

Other Skills and Abilities

This job requires being on call 24/7 and sometimes working extended overtime and weekends.

Physical Job Demands

Must be in good physical shape and able to physically perform all job requirements. This job requires digging with a shovel, squatting, crawling, walking up and down steep hills in the woods, and regularly lifting 100 (+/-) pound tools. It also requires being able to work with both hands, maintain your balance, and climb up and down ladders. This job requires use of eyes, ears, and sense of smell.

This job requires being outdoors most of the workday. You are required to work in inclement weather such as extreme heat, extreme cold, storms, rain, and wind.

This job sometimes requires safely working around heavy equipment and using heavy and dangerous tools

Other Qualifications

Must be in good physical shape.

Overtime, alterative 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 accommodation 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 accommodation 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.