



Lincoln Electric Cooperative, Inc.

Position Title: Tree Trimmer Foreman	Direct Supervisor: Manager of Operations
Date Adopted: September 2021	Date Revised:
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SUMMARY: Directly supervises the tree trimming crew to provide efficient and safe tree trimming and brush clearing work around Lincoln Electric Cooperative rights-of-way for distribution and transmission electrical service. This involves working around and near both energized and de-energized power lines and electrical equipment at all voltage levels. Conduct pole testing to determine the life of the assets in accordance with the set rotation. As a member of the Operations Department, Tree Trimmer Foreman assists the department as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs and supervises tree trimming personnel on a day-to-day basis while performing all tree trimming duties. Including prune, trim, repair, maintain and remove trees to keep the rights-of-ways ways for distribution and transmission electrical services and other LEC facilities clear of trees and shrubs. This includes using a chainsaw, ropes, blocks, rigging equipment and bucket truck. Follow all live line clearance regulations, one-shot holds, minimum approach distances and line clearance procedures.
2. Plans daily projects and work schedules and assigns work in a manner that most efficiently and effectively uses personnel, materials and equipment.
3. Gathers brush, limbs, etc. from trees trimmed and feeds into chipping equipment. Performs routine maintenance on chipping equipment. May also pile brush and limbs on member's property.
4. Practices barricading on public highways and public rights-of-way to include the proper use of warning signs, devices and flagging procedures.
5. Practices good urban and rural forestry and tree care to ensure good public relations with members.
6. Conduct pole testing. Using the following techniques: visually inspect, hammering, cleaning the pole, sounding and boring to determine if the pole is damaged. Report details of the tests on iPad, documenting with pictures.
7. Communicates with the member or property owner about the work to be completed. Work with private land owners on removing danger trees in and out of the right-of-way.
8. Work with local, State, Forest Service and other agencies to extend right-of-way to new permit standards.
9. Supervises the maintenance and use of the trucks, equipment and tools assigned tree trimming personnel.
10. Supervises and performs vehicle inspections, including oil changes, minor maintenance, tracking vehicle licensing and record keeping.

11. Responds to outage calls at any time during the day or night, assisting linecrews with storm damages from trees and debris. Aid in the restoration of power as quickly as possible on assigned outages.
12. Performs the duties of a Journeyman Tree Trimmer and handles the tools of the trade in accordance with accepted safety rules, regulations and practices pertinent to the trade and effects adherence to such standards on the part of any and all subordinate or contractor personnel under their supervision/direction.
13. Handles assignments and conducts themselves in such a manner as will reflect credit to the organization and contribute to an increasingly better understanding by the harmonious relations with fellow workers, members of the system and general public.
14. Submits reports of accountability to their immediate supervisor for all jobs performed by them and for all materials issued to them or to their subordinates and cares for and returns to the warehouse all unused and retired materials.
15. Reports regularly to his supervisor on status of all work activities, member relations, welfare of the crew, work conditions, employee relations. Reports immediately any known hazardous conditions affecting the crew or public that exists on lines, stations or otherwise.
16. Works directly with the Operations Manager to develop plans to create a cycle for the entire LEC system for tree trimming, right-of-way maintenance and pole testing.
17. In charge of Cooperative headquarter parking lot and yard snow removal.
18. Performs any other assigned duties for which he may be qualified.

SUPERVISORY RESPONSIBILITIES: Provides day-to-day supervision of the tree trimming personnel. Carries out supervisory responsibilities under the direction of the operations superintendent. Responsibilities include: develop and train apprentices; assist with hiring; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

SUPERVISION RECEIVED: Assignments are broadly stated in terms of objectives to be met. The employee is responsible for planning and organizing the details of the work, deciding upon the methods to use to produce the desired result, making proper interpretations, and using judgment to solve even unusual problems. Work is periodically inspected upon completion by the supervisor and the supervisor provides guidance in policy issues.

QUALIFICATION REQUIREMENTS: 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. This position is included in the Bargaining Agreement between Lincoln Electric Cooperative, Inc. and IBEW Union #768.

1. **EDUCATION and/or EXPERIENCE:** High school graduation or equivalency and a certified Line-Clearance Tree Trimmer; or the equivalent combination of education and experience.

2. LANGUAGE SKILLS: Ability to read and comprehend simple instructions and read and understand technical drawings, specifications and related information.
3. TECHNICAL SKILLS: Ability to use personal computers and associated peripheral devices, including GPS equipment, printers and related network processes. Ability to use a tablet. Mapping, ticketing and timekeeping using current technology.
4. MATHEMATICAL SKILLS: Ability to add and subtract two-digit numbers and to multiply and divide working with fractions. Ability to perform these operations using units of weight measurement, volume and distance.
5. REASONING ABILITY: Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve problems involving several concrete concepts and ideas.
6. CERTIFICATES, LICENSES, REGISTRATIONS: Must maintain a minimum Class A, Type II Montana driver license, First Aid and CPR Certification and a Line Clearing Arborist Certification (ACRT).
7. OTHER SKILLS and ABILITIES: Preferred knowledge of the Description of Units, specifications for line construction of transmission and distribution voltages, thorough knowledge of operating and construction procedures and practices of electric transmission and distribution organizations. Ability to deal with co-workers and customers in a courteous and professional manner.

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.

1. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Must be able to stand in a tree while working, often in awkward positions. The employee occasionally must reach with hands or arms; climb or balance; stoop, kneel, crouch, or crawl. Must be able to feed tree branches, etc, into a chipping machine. There is frequent travel associated with the job.
2. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Able to carry and use a 25 lb. chain/circle saw for extended time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock and sharp electric saws; works in high, precarious places; and is exposed to outside weather conditions. Occasionally, the employee works near moving mechanical parts and is exposed to fumes or toxic substances.

The noise level in the work environment is usually moderate to high.

Employee

Date

Supervisor – Operations Superintendent

Date

General Manager

Date