

# HARRISON RURAL ELECTRIFICATION ASSOCIATION, INC.

## RIGHT-OF-WAY FOREMAN

### 1 PURPOSE

Under the direction of the Operations Manager, or designee, the Right-of-Way Foreman is responsible for the right-of-way maintenance of distribution and transmission lines and operation of equipment under their authority and the supervision, direction, coordination and safety of the employees assigned to their crew.

### 2 PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES

All of the accountabilities and responsibilities of a Right-of-Way A Trimmer, as well as,

- (a) Perform duties required to maintain adequate right-of-way (ROW) clearances for transmission and distribution lines and equipment as assigned, following established policies, practices and procedures.
- (b) Supervise employees assigned to their crew in dismantling, cleaning, adjusting, repairing and reassembling right-of-way clearing equipment.
- (c) Maintain a license for Pesticide Applicator, non-commercial.
- (d) Train apprentice tree trimmers in their assigned duties according to the approved policies, practices and procedures.
- (e) Maintain and submit required reports, work orders, time sheets, etc. on a timely basis.
- (f) Project a positive public image and maintain satisfactory public relations by responding to consumer inquiries in a timely and professional manner.
- (g) Perform all other duties as assigned by supervisor.
- (h) Demonstrate knowledge of and adhere to all applicable HREA safety standards.
- (i) Demonstrate ability to read and interpret staking sheets.
- (j) Maintain current knowledge of all equipment, OSHA regulations and other safety standards, mapping system, and other operational and regulatory systems related to the responsibilities of the position.
- (k) Immediately document and report all incidents and/or accidents to management.
- (l) Conducts "tailgate conferences" with crew to ensure safety protocols are followed and to ensure that each member of the crew fully understands their specific role in completing the work/job.
- (m) Provide customer service as needed.

### **3 WORKING RELATIONSHIPS**

#### **(a) Department**

Operations - This department is directly responsible for the physical equipment and plant involved in safely and efficiently distributing electricity to each member consumer. This includes all Right-of-Way clearing for new construction, maintenance of lines, and groundwork. Also, resolving emergency/ hazardous conditions, and resolving consumer trouble calls.

#### **(b) Reporting Relationships**

The Right-of-Way Foreman may have supervisory authority over A Trimmer, B Trimmer, Trainees and/or Groundman/Equipment Operators. Although the Right-of-Way Foreman may delegate portions of his/her job specific responsibilities, no portion of accountability for results may be delegated or relinquished. In addition to direct supervisory authority of this position, the Right-of-Way Foreman may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by Management.

### **4 COORDINATES OR COOPERATES WITH:**

#### **(a) Internal**

- (1) Operations Manager/Designee – Requests advice and assistance and confers on operational and personnel problems; provides advice, assistance and information on employee development, work planning, policy planning, and other areas as assigned.
- (2) Managers & Supervisors – Works with all department managers and supervisors to coordinate ROW trimming requirements. Exchange information and job experiences that would be mutually beneficial to each functional area within the Cooperative.
- (3) Other Employees - Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment.
- (4) A and B Trimmers – Directs and guides training as required.
- (5) Trainees/Groundman/Equipment Operator - Directs and guides training as required.

#### **(b) External**

- (1) Members – Establishes the recognition and acceptance of ownership benefits and responsibility to encourage and promote the effective and efficient use of electric energy. Provide helpful, courteous assistance and service at all times.
- (2) General Public - Presents a friendly, courteous image for the Cooperative.

## **5 AUTHORITIES AND ACCOUNTABILITIES**

### General Authority

The Right-of-Way Foreman has responsibility for the right-of-way maintenance of distribution and transmission lines and operation of equipment under their authority and the supervision, direction, coordination and safety of the employees assigned to their crew. This position has ROW clearing responsibility, which is routine involving the same or similar activities. Work may be varied; problems are difficult and methods and procedures are defined and judgment is required to apply them to work. This position has limited authority through the Operations Manager and/or designee to make decisions that may have a moderate impact on Cooperative operations. Use initiative and judgment in making routine decisions on operations. Recognize the need to understand that the Cooperative's best interests can be directly affected by his/her actions.

## **6 EDUCATION AND EXPERIENCE**

- (a) High school diploma or equivalent,
- (b) Successful completion of an HREA approved ROW trimming training program,
- (c) A valid West Virginia Class A CDL driver's license is required at all times,
- (d) Must have and maintain an insurable driving record at all times, and
- (e) Employee is subject to random drug and alcohol testing consistent with DOT regulations and Harrison Rural Electrification Association, Inc. policies.

## **7 KNOWLEDGE, SKILLS AND ABILITIES**

This position requires knowledge of RUS line specifications, National Electric Safety Code, OSHA Rules and Regulations, West Virginia State electrical codes, HREA Safety Manual and cooperative policies and procedures. This position also requires basic technical utility knowledge, skills, and abilities to perform safe ROW clearing, operate heavy equipment, tools, and machinery. Ability to effectively read and apply information contained in operations and safety manuals. Ability to follow directions and work with other ROW trimmers, lineman and warehouse personnel as assigned. Ability to communicate with all employees and management, as well as work with people to solve problems is required.

## **8 PERSONAL CHARACTERISTICS**

Performs the essential functions and elements of this position competently, following an initial orientation period. Work may be varied; problems are difficult and methods and procedures are defined, and judgment is required to apply them to work. Personal characteristics to include: maintain a positive attitude, a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and gain and maintain respect of others, both inside and outside the Cooperative.

**9 PHYSICAL CHARACTERISTICS/WORKING CONDITIONS**

Work may be varied and a person in this position has sufficient time to complete most tasks without a feeling of pressure. There are frequent opportunities to relax from any physical exertion or to change position in work activities.

- (a) Physical Effort and Dexterity: Frequent physical activity, to include walking, stooping, bending, frequent lifting up to 50 lbs., occasional lifting in excess of fifty lbs., climbing, kneeling, reaching, stooping, crawling, pushing, and working in awkward positions and is normal.
- (b) Machines, Tools, Equipment required to be operated: Required to use heavy machines and equipment; such as, power saws and other similar sized equipment in field operations. Other required equipment includes: tree climbing gear, personal protective equipment and other electronic and technological devices issued by the cooperative.
- (c) Visual Acuity, Hearing, Speaking & Writing: Must be able to communicate clearly and accurately for work and safety compliance in a hot line work environment. Provide legible written documentation on various reports and paperwork.
- (d) Environment/Working Conditions: Work is mostly outside in close proximity to hot line construction and maintenance, and energized conductors in varying weather conditions; and is exposed to the hazards of electrical shock and burns as well as to falls. Position requires travel throughout the service area. Work regularly scheduled Monday-Friday, although weekends and after hours may be required to meet deadlines or address infrastructure problems.

**10 OTHER DUTIES AS ASSIGNED**

The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary or desirable by the management of Harrison Rural Electrification Association, Inc. or its Board of Directors.

I acknowledge that I have read and a Harrison Rural Electrification Association, Inc. representative has reviewed this job description with me.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee

Attested: \_\_\_\_\_ Date: \_\_\_\_\_

HREA Management