

HARRISON RURAL ELECTRIFICATION ASSOCIATION, INC.

RIGHT-OF-WAY TRAINEE

1 PURPOSE

Under the direction of the Operations Manager, or designee, the Right-of-Way Trainee 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

- (a) Learn to operate and maintain power-driven machinery such as chain saw, hydraulic pruning equipment, stump grinder, chipper or other similar equipment.
- (b) Assist linemen on distribution lines in the capacity of a groundman.
- (c) Attends and participates in safety meetings.
- (d) Clears distribution and transmission lines of trees and brush.
- (e) Clears brush by hand, occasionally on hills and in hard to reach areas.
- (f) Receive training to climb trees, use safety equipment and tools, and prune trees to eliminate hazards and to preserve their health.
- (g) Receive training to utilize bucket truck to assist in right-of-way clearing.
- (h) Remove and chip brush and trees along right-of-way with brush chipper truck.
- (i) Assist in installing underground cable and underground cabinets.
- (j) Use backhoe/bobcat, if qualified, to haul dirt and smooth out ground after job is completed.
- (k) Learn to sharpen chain saws with hand file and perform minor field repairs.
- (l) Informs foreman of any repairs necessary to vehicles and work equipment such as power saws, ropes and belts.
- (m) Promotes good member relations.
- (n) Learn to determine the procedure used to remove trees that have caused an outage.
- (o) Helps insure that proper equipment is used on the job.
- (p) Must exercise initiative, judgment and knowledge of cooperative practices, policies, and organization.
- (q) Perform traffic control when needed by using barricades, traffic cones, or similar objects.
- (r) 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.
- (s) Assist in dismantling, cleaning, adjusting, repairing and reassembling right-of-way clearing equipment.

- (t) Receive required training to perform assigned duties according to the approved policies, practices and procedures.
- (u) Learn to maintain and submit required reports, work orders, time sheets, etc. on a timely basis.
- (v) Project a positive public image and maintain satisfactory public relations by responding to consumer inquiries in a timely and professional manner.
- (w) Perform all other duties as assigned by supervisor.
- (x) Demonstrate knowledge of and adhere to all applicable HREA safety standards.
- (y) Learn to read and interpret staking sheets.
- (z) Learn to utilize assigned electronic devices, such as, tablets, cell phones, etc.
- (aa) 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.
- (bb) Immediately document and report all incidents and/or accidents to management.
- (cc) Participates and/or may conduct "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.
- (dd) 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 Trainee reports to the Right-of-Way Foreman.

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.

(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 Trainee has responsibility of gaining knowledge to correctly maintain vegetation along distribution and transmission lines and operation of equipment. 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) Must be able to acquire a valid West Virginia Class A CDL driver's license,
- (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 acquiring 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 acquisition of 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 50 lbs., climbing, kneeling, reaching, stooping, crawling, pushing, and working in awkward positions 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.