

NEW HAMPSHIRE ELECTRIC COOPERATIVE, INC.
POSITION DESCRIPTION
UTILITY FORESTER COORDINATOR

I. OBJECTIVES

To assist in and coordinate a right-of-way maintenance program, specifying effective and efficient right-of-way practices, and to insure safe, uninterrupted electrical service to the membership and to provide access to the electrical lines for improvements, repair, patrolling, inspections or any other needs.

REPORTING RELATIONSHIPS

Reports to: Utility Arborist Supervisor

Supervises: None

II. POSITION RESULTS

1. Supports strategic goals of the Cooperative by assisting in developing, reporting on, and achieving Balanced Scorecard objectives.
2. Supports financial goals of the Cooperative by reviewing expenditures of the right-of-way budget monthly and to recommend corrective action for commitments of money, use of labor, materials and equipment.
3. Increases professional and technical knowledge by attending educational classes, reading professional magazines, and participating in professional societies.
4. Minimizes service interruptions by assisting the right of way section develop clearing standards, administer clearing for new services and relocations and maintain existing T&D line right-of-ways.
5. Ensures a safe and cost effective distribution system by carrying out contract crew assignments based on annual maintenance and work plan priorities, conducting inspections and comparing work to specifications, Construction and system improvement schedules and work orders, and by monitoring the use of contract crews to maximize productivity. Recommends changes in assignments and schedules as required.
6. Maintains effective relationships with the member, public and governmental bodies by responding to requests for clearing information and addressing clearing concerns in a timely and caring manner.
7. Ensures compliance with safety rules and procedures by evaluating and monitoring the performance of right-of-way contractors to see that their equipment and performance is in accordance with Safety Rules and practices of OSHA and Right-of-Way standards. Takes correction if necessary and has authority to dismiss a contractor for failure to bring work performance in line with acceptable standards.

**NEW HAMPSHIRE ELECTRIC COPPERATIVE, INC.
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8. Performs other duties as directed or required.

III. RELATIONSHIPS

Internal –

1. With Utility Arborist Supervisor - to consult with, to accept supervision and direction from, to assist and advise, to recommend to and to accept guidance from, to obtain necessary approvals and give and receive information.
2. With Line Design Supervisor - to assist and advise, to give and receive information, to coordinate right-of-way procedures and specifications on new Construction and system improvement projects.
3. With Safety Coordinator - to consult with for updated safety information and safety equipment requirements, to receive guidance from and ascertain right-of-way contractor compliance.
4. With Support Specialist - to receive secretarial assistance typing contracts, letters, budgets, etc., and time schedules.
5. With Accounting Department - submit right-of-way contractor billing for payment.

External –

1. With Cooperative Members - to respond to individual member inquiries and to resolve member concerns and complaints, and to meet the needs of the member.
2. With Right-of-Way Clearing Contractors - to oversee work in progress, to ensure efficient and effective performance and adherence to all applicable clearing and safety standards.
3. With NH Department of Agriculture - to keep current licenses for herbicide use. NH Pesticide Control - a tool used as part of NHEC vegetation management control program.
4. With State, Federal and Local Agencies - to cooperate with and administer activities according to regulations, and to promote positive working relationships.
5. With Telephone and Cable TV Companies - to administer joint clearing and billing and to accompany on inspections of proposed work.
6. With N.H. Arborist Association - to keep informed on arborist activities and regulations aimed at vegetation management practices in N.H.

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- 7. With Other New Hampshire Electric Utilities - to take part in demonstrations and pool ideas of vegetation management as a representative of the Cooperative.
- 8. With Trade Associations - to maintain liaison with to ensure staying up-to-date on new methods, equipment, chemical herbicides, etc.
- 9. With the Public - to respond to casual and occasional contracts and to project a favorable image of the Cooperative.

Supervisor met with the employee, reviewed the job description with and provided the employee with a copy on _____ .

Supervisor Signature

Employee Signature

Date

Date

NEW HAMPSHIRE ELECTRIC COOPERATIVE, INC.
POSITION SPECIFICATIONS
UTILITY FORESTER COORDINATOR

- EDUCATION:** Technical Degree in Forestry or Environmental Services; or an Associate of Applied Science degree in Forestry or related field is required. Should have or be able to acquire a N.H. Pesticide Applicators License in Herbicide use.
- EXPERIENCE:** Three year's Experience in right-of-way maintenance clearing with a utility in a construction/operations area is preferred. Must maintain a current driver's license.
- JOB KNOWLEDGE:** Must be able to work effectively and have the ability to read and understand construction drawings, maps, chemical formulations and instruction manuals for use of cutting and chemicals. Should be skilled in areas of verbal and written communications with the Cooperative membership and contractors. Should acquire and maintain a working knowledge of easements and permits along with all state, federal and local regulations and guidelines pertaining to Vegetation Management.
- ABILITIES:** Must have skills to assist in the activities of the right-of-way clearing section; including budgeting, scheduling of day-to-day assignments, contract services, and developing competitive terms and conditions for bid specifications and contracts. Must have proficient math skills for performing calculations in field and office applications.
- WORKING CONDITIONS:** Individual will be exposed to a wide variety of working conditions, which range from office work to outside inspections of right-of-way throughout the Cooperative system. Travel is required in the responsibilities and representation of the Cooperative at various professional and association meetings. Overtime is also required especially during severe storm related conditions, and when seasonal workloads become great.