Great Lakes Energy - Job Description
Vegetation Management Field Representative

Department: Operations
Reports To: Assistant Supervisor, Vegetation Management
Last Updated: 07/20/15

Classifications:
- Non-Bargaining Unit
- Bargaining Unit
- Exempt
- Supervisory
- Non-Supervisory Management
- Senior Staff
- Executive Team

Supervises: n/a

Job descriptions are subject to modification to reasonably accommodate individuals with disabilities, depending on risk to health and safety of the employee and/or others. The basic requirement of every position is to perform all tasks as assigned. Duties and scope of position may change based on needs of the Company. This document does not create an employment contract, implied or otherwise.

GLE staff members are required to work in a safe manner and in accordance with the procedures listed in the Cooperative’s Safety Handbook.

Efficient and cooperative work is required of staff, which includes regular, dependable, punctual attendance except when prohibited by law, and timely and accurate performance of duties.

Position Summary:
Support electric distribution system reliability and member expectations of vegetation management.

Experience/Education:
- High school diploma or equivalence certificate in addition to competency in utility vegetation management techniques and situational capabilities of various types of vegetation management equipment, typically attained through an Associate’s degree in forestry or environmental technology, or equivalent experience/education.
- A valid Michigan driver’s license.
- Competent with industry practices and specifications.
- Competent with Michigan tree species identification and growth rates.
- Proficient with the customer service function.
- Competent with position-specific equipment.
- Competent with Microsoft Office: Excel, Outlook, Word.
- Competent with general office equipment.

Essential Duties/Responsibilities:
- Conduct pre-planning and post-trimming compliance inspections.
- Determine quantity and method of line clearance work to be done.
- Process and resolve member calls regarding vegetation management activities including service interruptions; review results with supervisor as appropriate.
- Integrate vegetation management plans through identification of optimal field equipment and contractor crew configurations.
- Assist in obtaining permission for tree removals outside of right-of-way (ROW) that may endanger power lines.
- Assist in field direction of vegetation contract crews and Company line operations department crews as necessary and in support of storm restoration efforts.
Significant Duties/Responsibilities:

- Assist in the prioritization and scheduling of ROW maintenance.
- Submit applications and plans and monitor activities that promote and enhance wildlife habitat along ROW.

Required Skills:

- Critical Thinking: using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking: talking to others to convey information effectively.
- Public Speaking: conveying information to an audience effectively through delivery of speeches or presentations.
- Active Listening: giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Writing: communicating effectively in writing as appropriate for the needs of the audience.
- Reading Comprehension: understanding written sentences and paragraphs in work related documents.
- Active Learning: understanding the implications of new information for both current and future problem-solving and decision-making.
- Problem Solving: identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination: adjusting actions in relation to others' actions.
- Instructing: teaching others how to do something.
- Service Orientation: actively looking for ways to help people.
- Monitoring: monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- Judgment and Decision Making: considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Systems Analysis: determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Time Management: managing one's own time and the time of others.
- Social Perceptiveness: being aware of others' reactions and understanding why they react as they do.
- Learning Strategies: selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Quality Control Analysis: conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Equipment Selection: determining the kind of tools and equipment needed to do a job.
- Persuasion: persuading others to change their minds or behavior.
- Negotiation: bringing others together and trying to reconcile differences.
- Project Management: organizing and directing production of a limited scope plan or undertaking.
- Management of Personnel Resources: motivating, developing, and directing people as they work, identifying the best people for the job.
- Mathematics: using mathematics to solve problems.
- Science: using scientific rules and methods to solve problems.

Attributes:

- Oral Comprehension: able to listen to and understand information and ideas presented through spoken words and sentences.
• Oral Expression: able to communicate information and ideas in speaking so others will understand.
• Speech Clarity: able to speak clearly so others can understand.
• Speech Recognition: able to identify and understand the speech of another person.
• Written Comprehension: able to read and understand information and ideas presented in writing.
• Written Expression: able to communicate information and ideas in writing so others will understand.
• Spatial Orientation: able to know one’s location in relation to the environment or to know where other objects are in relation to oneself.
• Near Vision: able to see details at close range (within a few feet of the observer).
• Far Vision: able to see details at a distance.
• Visual Color Discrimination: able to match or detect differences between colors, including shades of color and brightness.
• Depth Perception: able to judge which of several objects is closer or farther away from oneself, or to judge the distance between oneself and an object.
• Peripheral Vision: able to see objects or movement of objects to one's side when the eyes are looking ahead.
• Night Vision: able to see under low light conditions.
• Time Sharing: able to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
• Memorization: able to remember information such as words, numbers, pictures, and procedures.
• Selective Attention: able to concentrate on a task over a period of time without being distracted.
• Problem Sensitivity: able to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
• Deductive Reasoning: able to apply general rules to specific problems to produce answers that make sense.
• Inductive Reasoning: able to combine pieces of information to form general rules or conclusions. (includes finding a relationship among seemingly unrelated events).
• Multi-Limb Coordination: able to coordinate two or more limbs (i.e. arms, legs, one of each) while sitting, standing or lying down. Does not involve performing the activities while whole body is in motion.
• Extent Flexibility: able to bend, stretch, twist, or reach with one’s body, arms, and/or legs.
• Gross Body Coordination: able to coordinate the movement of one’s arms, legs, and torso together when the whole body is in motion.
• Mathematical Reasoning: able to choose the right mathematical methods or formulas to solve a problem.
• Number Facility: able to add, subtract, multiply, or divide quickly and correctly.
• Visualization: able to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Additional Preferences:
• Qualify to test and complete ISA Arborist certification.
• Competent with Rural Utilities Service (RUS) vegetation management practices and specifications.

Problem Solving and Freedom to Act:
Problems are difficult. Methods and procedures are defined. Judgment is required to apply them to
the work. Work may be varied but tasks are directly related

**Working Relationships/Communications:**
Requires contacts for the purpose of developing or communicating plans, coordinating activities or advising others. Gaining acceptance and influencing others may be necessary.

Internal: Peers, management
External: Members, contractors, regulatory agencies, state government agencies, federal government, local government agencies, school systems, general public, and other utilities and or municipal systems.