



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Tree Trimming Working Foreman
REPORTS TO: Line Superintendent

STATUS: Non-exempt / Union - IBEW
RANGE: Contract

POSITION SUMMARY: The Tree Trimming Working Foreman is a supervisory position who is in direct charge of the tree trimming crew. Supervises and works with employees assigned to a crew trimming trees from the aerial right-of-way of electric lines. Keeps current on improvements and techniques on tree trimming procedures and associated products. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Demonstrates and models exemplary leadership to all employees.
5. Provides a positive, inspiring and motivating work environment for staff.
6. Supports, coaches and counsels staff to ensure a productive and efficient team environment.
7. Conducts Performance Appraisals on schedule, as needed and/or required; monitors and evaluates employee performance; collaboratively establishes goals and performance improvement plans.
8. Openly and effectively collaborates and communicates with the Tree Program Operations Assistant, foremen, managers and supervisor to identify and solve problems and to coordinates resources.
9. Promotes and maintains open and effective communication with staff. Conducts regular and impromptu tailgate and/or staff meetings to share information.
10. Maintains confidentiality of organizational and staff information.
11. Recognizes contributions and celebrates small and big individual and team accomplishments.
12. Demonstrates leadership qualities and exercise sound judgement in the performance of work.

Page 2 – Tree Trimming Working Foreman

13. Represents Springfield Utility Board in a manner conducive to good public relations.
14. Maintains a working knowledge of Willamette Greenway, Washburne Historic District and the Willamalane Park District, City of Springfield and State of Oregon tree trimming and removal requirements and restrictions.
15. Maintains a current Oregon CDL class A driver's license and maintains a good driving and safety record.
16. Maintains a current Public Pesticides Applications License and advises Operations Manager of any law changes or required trainings.
17. Supervises and works with employees assigned to his/her crew trimming trees from the aerial right-of-way of electric lines.
18. Possesses and demonstrates a working knowledge of and the ability to ensure compliance of SUB work rules, safety practices, policies, procedures and the IBEW contract.
19. Keeps abreast of improvements in tree trimming procedures and associated products.
20. Performs and completes assigned work in a timely, efficient and safe manner.
21. Completes, signs or initials associated paperwork accurately and on a timely basis; including: daily time sheets, record of work performed, leave slips, damage claims, etc.
22. Ensures that vehicles, equipment and tools used by the crew are kept in workable condition through enforcement of proper use. Maintains skills in the use and care of all tools associated with tree trimming. Performs periodic maintenance and requests maintenance when necessary.

Marginal Functions

None

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance

Page 3 – Tree Trimming Working Foreman

- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- Journeyman Tree Trimmer, Apprentice Tree Trimmer, Laborers

MINIMUM QUALIFICATIONS

Experience

- Minimum of not less than two years experience as a Journeyman Tree Trimmer and not less than four years overall tree trimming experience
- Supervisory experience preferred

Knowledge, Skills & Abilities

- Demonstrated proficiency in tree climbing with climbers
- Proficient in the efficient operation and routine maintenance of aerial man lifts
- Expertise in common tree species and the correct trimming and shaping of each to control re-growth
- Demonstrates excellence and consistency in the following areas:
 - Positive leadership qualities; viewed as a positive role model by others
 - Team work, coaching skills
 - Ability to train others
 - Consistently communicates positively and effectively with co-workers
 - Models exemplary behavior
 - Uses sound judgment and exhibits creative problem solving skills
 - Makes appropriate decisions within scope of authority
 - Excellent planning and organizational skills

Education

- High school diploma or equivalent
- Must have successfully completed a recognized Tree Trimmer apprenticeship program

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while working in trees around energized wires, even in inclement climatic conditions, at night and at the end of an extended emergency storm shift (with no sleep and break only for meals).

Page 4 – Tree Trimming Working Foreman

- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly when working in the field near energized wires. Thinks and reacts quickly if accidents occur, especially those involving energized wires. Interacts well with co-workers, especially when tree trimming in a tree and in stressful situations.
- **VISION:**
 - Far Visual Acuity:** Assesses status of fixtures (i.e. wires, and devices) in a tree top from the ground. Sees adequately to drive line truck.
 - Near Visual Acuity:** Reads small print stamped on maps, labels, reports and construction drawings.
 - Peripheral Vision:** Maintains full field of vision in all directions to assess proximity to energized wires, co-workers, movements of bucket truck and other equipment to trees, or objects falling from above. Assesses position of knuckle on bucket truck boom in relation to overhead wires while observing the bucket.
 - Color Vision:** Judges red, green and yellow traffic lights adequately to drive line trucks on highways. Differentiates color of underground utility locate paint.
 - Depth Perception:** Judges depth very accurately to: (1) Ensure safe work clearance of co-worker from energized wires when acting as a safety watcher; (2) Assess equipment in traffic.
 - Night Vision:** Maintains the visual abilities listed above when working at night and in poor light and inclement weather condition.
- **HEARING:** Hears spoken conversation well while on the ground communicating with a co-worker in the top of a 60-foot tree, despite heavy background noise from traffic, construction equipment, rain or wind, and when visual signals cannot be used. Hears accurately the high-pitched "fuzzing" noise (about 6,000 Hertz) which occurs when making certain types of connections on energized wires. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when on the ground speaking to a co-worker in the top of a 60-foot tree, despite heavy background noise from traffic, construction equipment, rain or wind, and when visual signals cannot be used. Speaks clearly, communicating by two-way radio.
- **STANDING:** The worker stands on the job usually a minimum of 20 minutes at one time. The worker may actually be on his/her feet four hours at one time, but maneuvers around the work site at intervals. Total standing time is 50% - 100% of the average shift.
- **SITTING:** Worker sits on a bench-style pickup seat one and one-half hours maximum at one time while driving to a job site. Total sitting is one to two hours per shift.
- **WORKER MOBILITY:** Can change positions frequently.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/4 to 1/2 mile. Total walking per shift is 20% - 40%.

Page 5 – Tree Trimming Working Foreman

- **LIFTING/CARRYING:** 0-10 lbs. - Continuous; 11-20 lbs - Continuous; 21-50 lbs. - Frequently; 51-75 lbs. - Frequently; 75-100 lbs. - Occasionally
- **PUSHING/PULLING:** The pushing or pulling of tree limbs, often while bent over in a tree for up to 5 minutes at a time, four or more times a day. Other pushing/pulling would involve using a rake when finishing a tree trimming job or an underground project.
- **REACHING/HANDLING:** While in bent over position, worker occasionally works at full extent of his/her reach and leans back while using tools, often standing on one leg and in awkward positions. Grips and firmly holds hand tools, lines and equipment for several minutes at a time. Squeezes hand saw to cut up to 3 inch diameter tree limbs. Uses tools wearing heavy gloves. Operates several lever controls on bucket truck as well as knobs and levers on brush chipper when tree trimming. Uses feet to operate buttons which control movements of bucket truck and chipper. Uses jack hammers, chain saws, electrical drills, and hydraulic tamps.
- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward position. Some twisting is required when lifting items that are brought up on a hand line or dragging brush. Often works in awkward positions.
- **CLIMBING:** Climbs hills and walks over uneven ground while dragging brush or carrying equipment.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Works around high voltage wires. Exposed to noise from traffic construction equipment near construction sites, jack hammers, hydraulic saws and tamps, and chippers, used when tree trimming, as well as chain saws up to six hours per day. Hearing protection is provided. Works in ditches 60 inches deep by 24 inches wide when laying underground ducts Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.
- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, jack hammers, chain saws, hydraulic tree trimming saws, hydraulic tamps, rakes, aerial man lifts, trucks, and hot sticks.