

**NEW HAMPSHIRE ELECTRIC COOPERATIVE, INC
POSITION DESCRIPTION
UTILITY ARBORIST SUPERVISOR**

I. OBJECTIVES

To manage and maintain a right-of-way maintenance program, specifying effective and efficient right-of way practices, and to insure uninterrupted electrical service to the membership and to provide access to the electric line for improvements, repair, patrolling, inspections or any other needs.

REPORTING RELATIONSHIPS

Reports to: Vice President of Operations & Engineering
Supervises: Utility Forrester Coordinators

II. POSITION RESULTS

1. Supports strategic goals of the Cooperative by developing, reporting on and achieving Balanced Scorecard objectives.
2. Supports the cultural goals of the Cooperative by exhibiting self leadership, developing and maintaining effective working relationships, having a results orientation, being innovative and seeking feedback.
3. Supports financial goals of the Cooperative by development of the annual operating budget and maintains budget within reasonable variances.
4. Increases professional and technical knowledge by attending educational classes, reading professional magazines and participating in professional societies.
5. Maintains control of operating budget by reviewing and monitoring expenditures and takes corrective action as necessary.
6. Develops and implements clearing standards utilizing best practices and industry specifications for effective and productive vegetation control.
7. Ensures good member relations by responding to members and the general Public in a timely and caring manner
8. Maintains substations and pole yards by using mechanical and herbicide applications for worker and public safety and member service reliability.
9. Ensures compliance with safety rules and procedures by evaluating and monitoring the performance of right-w-way contractors to see that their equipment

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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.

10. Performs such other duties as directed or required.
11. Negotiate contract agreements with Right-of-Way Contractors. (Footage prices, hourly rates for labor and equipment, and herbicide use, QSVM, New construction, System improvements, and regular maintenance cycle reclearing.
12. Development of a Quality of Service Vegetation Management program by, field review, throughout the entire COOP line right-of-way system. Packaging and awarding of ROW bids. Main 3 phase lines given to ROW dept. by Engineering.

III. RELATIONSHIPS

Internal-

1. Line Design Supervisor-by coordinating system improvement projects for clearing and future right-of-way clearing planning. Assisting in determining easement ownership and updating the ROW mapping.
2. Warehouse Purchasing Supervisor- to consult with and advise regarding contractors' bid packages and insurance contracts.
3. 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. Field Planners – to consult with to reach agreement on easements where owners want to restrict right-of-way clearing.
5. District Operation Supervisors and District Representatives – to assist and advise, to give and receive information, show flexibility and coordination in all aspects of Right-of-Way to districts operational needs.
6. AP Specialists/Cost Center – sign off on all ROW related invoices, and submit billing and submit billing for payment. Monthly forecast and make adjustments to the budget.

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7. Engineering Services Manager – to develop a quality of service vegetation management cycle on those lines that support the most members to obtain a goal of zero (0) outages caused by trees to maintain lines 2, or 3 year cycle. To establish a new system to the ROW program, and it's funding. Minimize SADI and CADI on main lines
8. Engineering Tech Support Specialist – receive assistance with budgets, contract bids, ROW record keeping and to give and receive ROW information.
9. Vice President of Operations and Engineering – to assist and advise, recommend and to obtain necessary approvals and give and receive information. VP may accompany forester from time to time, on regular ROW crew and field inspections, to view ROW re-clearing improvement, special conditions, what we do and how we do it.
10. Technical Integration Administrator/Work Management – to respond to all ROW service orders, out of the work que, follow up, assign to ROW crew, district or other.
11. Disaster Recovery Executive – to assist and update crew availability in storm related conditions, and coordinate ROW crews with the districts as needed.
12. Plant Department Supervisor – to give and receive information, re ROW easements and telephone contracts.
13. Communication Center – to keep informed of tree crews daily location throughout the system and inform communication center of foresters daily work location
14. Operations Contact Supervisor – to consult with, coordinate with, obtain necessary information from pertaining to new clearing for system improvements.
15. Budget and Finance Analysis – consult with, assist and advice on necessary ROW maintenance budget. Receive direction on the use of SRC and determining monthly variances on the entire ROW budget (responsible for \$1,899,000.00+/-).

External

1. Cooperative Members - to respond to individual member inquiries and to resolve member concerns and complaints, and to make sure that member needs are met.

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2. Right-of-Way Clearing and Construction Contractors - to request bids, negotiate contracts, and hourly rates for the maintaining of existing rights-of-way and hire for work throughout the Cooperative system, and to make sure the Cooperative is receiving the best work possible for the money spent.
3. Other State, Federal and Local Agencies – to cooperate with and administer operations according to regulations, and to promote positive working relationships.
4. Telephone companies – to authorize joint clearing and billing and to accompany on inspections of proposed work.
5. NH Arborist Association – to keep informed on arborist activities and regulations aimed at vegetation management practices in NH. Registered NH Arborist #192, since 1977 and served on the NH Arborist Board of Directors to enhance NHEC Vegetation Management Program.
6. Other New England Electric Utilities – to take part in demonstrations, pool ideas of vegetation management as a representative of the Cooperative.
7. Trade Associations – to maintain liaison with to assure that he stays up-to-date on new methods, equipment, chemical herbicides, etc.
8. With the Public – to respond to casual and occasional contacts, 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

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Revision Date-03/15/07

EDUCATION: Degree in forestry or related field. Must hold a Supervisory Certificate in Herbicide use.

EXPERIENCE: Must have seven to ten year's experience in right-of way maintenance program including one year's supervisory experience and twelve to eighteen months on-the-job experience before the employee can perform satisfactorily. 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 chemicals and cutting, Should be skilled in areas of verbal and written communications, with emphasis on department heads, the Cooperative membership and Vegetation Control contractors. Must acquire and maintain a working knowledge of state, Federal and local regulations and guidelines pertaining to Vegetation management.

ABILITIES: Must have skills to manage the activities of a right-of-way Maintenance department, including budgeting, schedule of Day-to-day assignments supervise and approve contract Services, at the best price, in the right areas and at the right time. Must be capable of developing competitive terms and conditions for bid specifications and contracts for maximum protection of the Cooperative.

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 representations 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.