

Intercounty Electric Cooperative Association
POSITION DESCRIPTION

Position Title: Right of Way Supervisor (044-01)

Department: Operations & Maintenance

Work Location: Missouri

Supervisor Title: Manager of Operations & Maintenance

FLSA Status: Exempt

Description Date: March 2, 2011

Last Reviewed Date: 9-27-11, 10-22-13, 3-20-14, 3-4-15 & 5-7-15, 7-31-18

Basic Position Function

To coordinate right-of-way clearing activities through contractors and the Cooperative's right-of-way crews. Maintain an active positive presence in our service area representing IECA. Must be able to listen and mediate issues with membership. Must be able to receive and store chemicals and right-of way materials in a safe and efficient manner. Able to read staking documents and all inventory reports from computer printouts. Communicate both verbally and in writing. Provide direction and training to personnel of various skill levels.

Description of Duties

Essential Functions:

Duties

Represents IECA in service area with all membership

Responsible for coordination and oversight of all external providers of service for trimming, clearance projects, and the Right Of Way spray program while assuring current documentation is in place prior to final payment of completed work.

Gather pre-contract documentation i.e. insurance verification and coordinate IECA Policies with suppliers as needed.

Serves as a Cooperative field representative with the members and resolves member problems concerning right-of-ways.

Supervises and directs Cooperative right-of-way personnel working in a safe and efficient manner. Checks all completed work.

Assures that equipment and materials used in right-of-way control are maintained and serviced according to owner's manuals and that proper historical records are kept.

Maintains records of right-of-way clearing costs

Checks chemical inventory, storage and maintains records

Keeps material and supplies stored safely and efficiently.

Checks invoices and compares to time sheets to verify correct billing.

Researches, tests and develops cost and schedules new methods of controlling rights-of-way.

Stays current on new regulations of EPA, DNR, and OSHA.

Assists in disposal of hazardous waste materials pursuant to Right-of-Way activities.

Non-Essential Functions:

All other duties as directed.

Supervisory responsibility:

Supervise IECA Right-Of-Way crews.

Knowledge, Skills and Abilities

Minimum Qualifications:

Maintain CPR, first aid, and have High School diploma or equivalent preferred. Must maintain a valid Missouri CDL Class "A" driver's license and safe driving record. In order to perform satisfactorily in this position, the average person will require a minimum of four – six years experience and training in the maintenance and/or operation of an electric utility system. Must demonstrate proficiency as a line clearance tree trimmer and be able to maintain and operate all equipment used by right-of-way crews. Must be able to store and use chemicals and right-of-way materials in a safe and efficient manner. Able to provide direction and training to personnel of various skill levels. Must be able to develop knowledge of vegetation, chemicals, hardware, tools, and supplies. Understand inventory and material reports. Understand and able to read staking sheets, aerial photos and maps.

Preferred Qualifications:

Prior experience and the ability to use acceptable management techniques to enforce performance standards for employees. Possess the ability to direct and perform the proper use and maintenance of all the equipment in a safe and efficient manner. Able to work alone or lead work group and exercise sound judgment without close supervision. Supervise the work and performance of others under their supervision. Must be able to use computer systems for data entry, data tracking, word processing, and spread sheet preparation. Have good written and verbal communication skills.

Working Conditions

May require work hours in excess of 8 hours per day or 5 days per week. Some office work but majority of time will be in warehouse, work shops, garages, storage areas, and field under varying conditions.

Observe and abide by all company policies, procedures, goals and objectives.

Able to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously.

Must be able to deal effectively with members & public entities concerning Right-of-Way acquisition and issues.

Tolerate prolonged periods working in repetitious jobs.

Ability to position oneself in different work positions for extended periods of time

Will be required to work in all types of work environments including but not limited to outside weather conditions and remote locations. Subject to the hazards of unscheduled overtime and working around operating equipment, hazardous materials and energized lines.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Employees will be required to comply with the following physical requirements:

Physical Requirements	N/A	Rarely	Occasionally	Frequently	Regularly
Standing					X
Walking					X
Climbing					X
Sitting			X		
Stooping/Kneeling				X	
Lift/Carry up to 10 lbs					X

Lift/Carry up to 11-20 lbs				X	
Lift/Carry up to 36 lbs			X		
Push/Pull up to 20 lbs of exertion				X	
Push/Pull up to 36 lbs of exertion			X		
Work below waist level					X
Work at waist to shoulder level					X
Work above shoulder level					X
Reach further than arm's length				X	
Fingering					X
Grasping/holding					X
Talking					X
Hearing					X
Seeing					X
Working in confined spaces		X			
Exposed to extreme temperatures					X
Operate tools or machinery (incl. Office equipment)				X	
Operate motorized vehicles/equipment				X	
Works at heights balancing			X		
Use/exposed to hazardous substances			X		

Language Skills

Ability to read and interpret general documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
 Clearly communicate with others and write routine reports.

 Employee Signature

 Date