

HAYWOOD ELECTRIC MEMBERSHIP CORPORATION

POSITION DESCRIPTION

RIGHT-OF-WAY COORDINATOR

DEPARTMENT: Engineering and Operations

CLASSIFICATION: Non-Exempt

I. OBJECTIVES

- A. Provide effective direction to the right-of-way crews, consistent with good management practices.
- B. Supervise all activities relating to the work of the right-of-way clearing and right-of-way spraying.
- C. Render adequate and reliable electric service to all members.

II. REPORTING RELATIONSHIPS

- A. Reports to: Right-Of-Way Superintendent

III. RESPONSIBILITIES AND AUTHORITIES

- A. Recommends to the Right-Of-Way Superintendent the selection of contractors to place on the bid list for right-of-way clearing work and right-of-way spraying work.
- B. Develops team spirit and enthusiasm in the right-of-way crews by recognition of accomplishments, and the importance of individual efforts.
- C. Measures right-of-way footages that have been cut or sprayed on a weekly basis with the contractor's representative ensuring that the cooperative's and the contractor's measurements are in agreement.
- D. Observes all safety rules and regulations adopted by the cooperative, promotes safe working practices, insists on strict observance of the cooperative's safety rules and regulations by the contractor.

- E. Operates vehicles and equipment in a safe manner and within the regulations of all federal, state, and local laws. Attends and participates in safety meetings.
- F. Coordinates what areas need to be cut and is responsible for seeing that electronic correspondence is sent to all members in that area informing them that right-of-way clearing will take place.
- G. Handles complaints from the members in a quick and timely manner. Tries to respond to members on the same day as the complaint. Handles problems that might arise between the contractor and the member.
- H. Exhibit leadership qualities that will permit effective directing of the activities of the right-of-way crews and crews associated with right-of-way work.
- I. Responsible for seeing that assigned vehicle is properly maintained, reporting any defects to the Right-of-Way Superintendent and/or vehicle maintenance personnel for necessary repair.
- J. Shall secure the approval of the Right-Of-Way Superintendent in making decisions when policies are not clear or adequate, or require interpretation.
- K. Coordinates right-of-way crews' activities keeping digital maps of what areas have been cut and sprayed.
- L. Responsible for assigned truck stock inventory and the proper paperwork to account for any material used.
- M. Subject to call out at any time.
- N. Performs other duties as assigned or as required by the position.
- O. Inspects assigned truck monthly and turns report in to OP Center Coordinator.

IV. RELATIONSHIPS

- A. Internal
 - 1. Right-Of-Way Superintendent - recommend to the selection of contractors to place on bid list.
 - 2. OP Center Coordinator - assists in preparation of reports and service work calls

3. Staking Agents - discuss work orders for new construction cutting

4. Accounting Clerk - tree and spraying companies invoicing

B. External

1. All cooperative members orally as well as written

2. Contractor companies - Owner/president, general foremen, and employees

REVIEWED BY: _____ DATE:
Employee's Signature

HAYWOOD ELECTRIC MEMBERSHIP CORPORATION

SPECIFICATIONS

RIGHT-OF-WAY COORDINATOR

- EDUCATION:** High school graduate or equivalent with advanced training in electrical principles and/or tree trimming and removal highly desired
- EXPERIENCE:** Some experience in working with the general public very desirable. Prior experience in tree removal and trimming a must.
- KNOWLEDGE AND SKILLS:**
- Must have the ability to write legibly and neatly.
 - Must be able to read, speak and understand spoken English.
 - Must possess a valid NC/CDL driver's license and have a good driving record.
 - Knowledge of right-of-way bidding process.
 - Knowledge of right-of-way measuring such as side one, side two, chip, hand cut, and yard tree footage.
 - Knowledge of principals and practices of supervision.
 - Knowledge of right-of-way accounting and invoicing procedures.
 - Knowledge of customer billing for private right-of-way work.
 - Must be able to meet deadlines and work under occasional stress.
 - Must be able to work with the general public and to present a neat appearance and an attitude of caring and courtesy.
 - Must be trained in First Aid/CPR and AED
 - Must be able to operate equipment used in tree trimming and removal.
 - Must be able to communicate effectively with members and employees.
- PHYSICAL REQUIREMENTS:** Time sitting/driving, pushing, pulling, stooping, reaching, crawling,

walking, bending, climbing, lifting up to 25 pounds. Use of hands fingers to handle keyboard and tablet, vision up close and computing devices.

**SPECIAL
WORKING
CONDITIONS:**

Work outside in inclement weather as needed.

Overnight travel required to help other cooperatives in storm trouble, only to oversee and supervise right-of-way activities; no line or pole work.

**TIME REQUIRED
FOR FULL
COMPETENCY:**

Five years

**DEVELOPED:
REVISED:**

February 1997

May 2003, July 2015, December 2021