

POSITION TITLE: TREE TRIMMER SUPERVISOR
DEPARTMENT: PUBLIC UTILITIES
DIVISION: ELECTRIC

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Electric Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Tree Trimmer

DIRECT: 1

INDIRECT: 0

POSITION FUNCTION

This position is responsible for ensuring that tree limbs do not block electric lines, conductors, secondary lines or service/house drops

JOB RESPONSIBILITIES

- Trims trees away from high power lines
- Trains staff
- Sprays substations for weeds
- Assists linemen as heavy equipment operator or groundman
- Inspects for potential electrical hazards
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger, handle or feel, climb/balance, reach with hands/arms and lift up to 25 pounds. Must be able to judge distances and spatial relationships.

REQUIRED SKILL SETS

Occupational/Technical Skills

- Knowledge of growing habits of trees
- Knowledge of electric hazards and the City's electrical distribution system
- Ability to operate heavy equipment (bucket truck & chipper) hydraulic trimmers, chain saws, spraying equipment
- Knowledge of chemicals used in spraying
- Knowledge of roping and rigging
- Ability to climb trees and poles
- Must maintain a valid Commercial Driver's License and have the ability to drive

Administrative Skills

- Ability to analyze and resolve situations and problems
- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to set goals and develop strategies and schedules for meeting them
- Ability to plan, organize, assign and direct work of staff
- Ability to properly assign responsibilities to meet objectives
- Ability to handle multiple priorities and projects

Cognitive Skills

- Ability to deal with a variety of concrete variables in standardized situations
- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to make timely, sound decisions
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to perform standard business arithmetic, including percent-

- ages and decimals
- Ability to develop original, unusual, successful approaches

Communications Skills

- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary
- Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors
- Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

- Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals
- Ability to clearly assign responsibilities and tasks to others
- Ability to monitor progress and exercise control
- Ability to instruct and train staff
- Ability to provide performance feedback

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed outdoors in all weather conditions; incumbent works most of the time with vibrating, noisy equipment and has moderate contact with City citizens and the general public.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent, Commercial Driver's License (Class B), Electrical Hazard and Tree Climbing Certification, Public Operator's License; one to three years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.