

City of Bluffton Job Description

Job Title: Treeman
Department: Municipal Utilities - Electric
Reports To: Distribution Supervisor
FLSA Status: Nonexempt
Last HR Review: July 2016

Principal Function: The Treeman is responsible for performing line clearing and tree work to maintain and keep power lines, easements and right of ways free of obstructions.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Performs line clearing and tree work to include trimming, cutting down, and removal of trees.
2. Performs routine maintenance on truck and equipment.
3. Plows and hauls snow from Electric Department, City Hall and parking lots.
4. Assists the line crews with equipment operation and construction work.
5. Assists with substation maintenance and construction work.
6. Assists the Municipal Utility Office with work orders and meter reading, as necessary.
7. Assists other City departments with their construction, maintenance, storm and emergency situations.
8. Performs installation and maintenance of Christmas lighting and decorations.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one’s emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision- making process; Makes timely decisions.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability** -Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or

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unexpected events.

Education and/or Experience: High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience. Previous experience in an electric department related job is desired.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Class B Commercial Driver's License (CDL) license with air brake endorsement on a manual transmission truck is required or a permit must be obtained within one month of hiring and the license within six months of hiring. A working knowledge of the properties of electricity, substations, distribution circuits, transformers, metering and emergency planning is required.
- A working and specialized knowledge of and the ability to apply established operational, maintenance, repair and construction procedures utilized in the Electric Department is required.
- A working and specialized knowledge of and the ability to apply recognized inspection procedures used by the Electric Department is required.
- The ability to handle high voltage, interpret system prints and maps while applying the required safety regulations is required.
- A comprehensive knowledge of the geography of the City and County is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.
- The ability to speak, read and write in English is required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and lift and/or move up to 100 pounds with the use of an assistive device. The employee is frequently required to sit; and lift and/or move up to 50 pounds. The employee is occasionally required to talk or hear; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee regularly is exposed to work in high, precarious places; outdoor weather conditions; and the risk of electric shock. The employee is frequently exposed to work near moving mechanical parts; and vibration. The employee is occasionally exposed to wet or humid conditions (non-weather); fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually loud.

Personal protective equipment must be worn as required to include: composite toe work boots, hard hats, safety goggles, gloves, safety vest/shirt and protective clothing.

While the offices of the City are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends and holidays. It also requires the ability to drive Electric Department vehicles. Thus, a valid Commercial Driver's License (CDL) is required.