



Line Clearance Coordinator

Job Code	20000064	Job Family	Administrative Support	Professional / Knowledge Worker	
Department	Vegetation Management	Reports to	Vegetation Management Superintendent	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2056	This Job is a Lead	No
Last Updated	12/21/2023				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Coordination of the District's tree trimming and right-of-way maintenance programs to provide efficient, reliable, and safe electrical service. Oversees and assigns the work to the vegetation management staff and contractor as appropriate. Manages contracts, inspects contractor work to ensure that work is performed efficiently and complies with District standards and regulations. Works with state, county, and municipalities on tree related issues along with permitting processes. Assists with development and monitoring the vegetation management budget. Works to resolve tree related issue with customers.

Accountabilities

Accountability #1

Deliver excellent customer experiences through .transparent, consistent, and proactive communication. Assist in overseeing, and assigning the work of the District line clearance notifiers. Assist in the resolution of conflicts of tree related issues, and similar responsibilities.

Accountability #2

Deliver excellent customer experiences through powerful cross group partnership and collaboration that improves effectiveness and results by making recommendations on line clearance maintenance projects. Makes computer entries in the Districts data base. Inspects and approves the work performed by contractor with field inspection during and after completion to ensure that the work complies with District tree trimming specification, safety standards and regulations. Serves as project lead on line clearance maintenance projects including, estimating the scope of work, creation of requisitions, complete service entries for PWC's and SWR's contracts, and similar responsibilities.

Accountability #3

Demonstrate powerful partnership that reflects an understanding of community and customer needs by delivering information as a technical advisor to Real Estate, Water, Communication and Distribution Services departments. Documents and prioritizes requests from various work groups, then assigns the tree trimming requests and tracks it from beginning to completion, and similar responsibilities.

Accountability #4

Promotes employee and community trust in how the District manages compliance by advising others on vegetation management line clearance techniques, policies, practices and equipment. Has the knowledge and guides others in powerline safety rules and regulations, and similar responsibilities.

Accountability #5

Deliver exceptional value focused on clearly defined priorities and tradeoffs by establishing work

priorities, learning to plan, schedule, and coordinate timely completion of tree trimming, brush cutting, and vegetation removals, and similar responsibilities.

Accountability #6

Accountability #7

Accountability #8

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Forestry Management, or related field, AND
Two (2) years of experience in forestry or vegetation management at an electric utility;

OR

Six (6) years of experience in forestry or vegetation management, two (2) of which are at an electric utility.

Preferred Education and Experience:

Line clearance notification experience

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Valid Washington State Driver License
ISA Certified Arborist

Preferred License(s) and/or Certification(s):

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

The ability to successfully communicate with all levels of the organization, the public, contractors, and governmental agencies.

Preferred Skills and Abilities:

Work effectively with minimal supervision, using independent and discretionary judgement.

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Frequent (34-66%)
Walk	Occasional (11-33%)
Stand	Frequent (34-66%)
Drive	Frequent (34-66%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Occasional (11-33%)
Bend/Stoop	Occasional (11-33%)
Squat/Kneel	Occasional (11-33%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Seldom (1-10%)

Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Occasional (11-33%)
Fine finger manipulation	Frequent (34-66%)
Operate foot controls	Frequent (34-66%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Occasional (11-33%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Frequent (34-66%)
Use distance vision	Frequent (34-66%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Frequent (34-66%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Coordinator may work above shoulders when using paint stick to mark trees slated for removal. Incumbent may be required to lift approximately 50 pounds on occasion. Carry paperwork and contracts from office to vehicle. Push close and pull open vehicle doors.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Frequent (34-66%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Occasional (11-33%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)

Comprehension

	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Constant (67-100%)

Reasoning

	Frequency
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)

Use intermediate and/or advanced math	Occasional (11-33%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
Resilience	Frequency
Work under pressure	Frequent (34-66%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Frequent (34-66%)
Wet and/or humidity	Frequent (34-66%)
Atmospheric conditions	Occasional (11-33%)
Confined/restricted working environment	Seldom (1-10%)
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Constant (67-100%)
Exposure to Toxic or Caustic Chemicals	Occasional (11-33%)
Working with Explosives	Never
Exposure to Radiant Energy	Seldom (1-10%)
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Never

Noise Intensity	Seldom (1-10%)
Exposure to animals	Occasional (11-33%)
Working with angry customers	Occasional (11-33%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Provides primary support for the Vegetation Management department during storm events.

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.