



UNION JOB DESCRIPTION

**TITLE: Line Clearance Notifier
Line Clearance Notifier/Arborist**

DEFINITION:

Notifies District customers of the intent to do tree trimming and removal. Obtains customer permission and maintains detailed records of correspondences with customers. Researches real estate records to identify and locate legal owners. Marks trees for removal by in-house and contract crews. Reports to the Vegetation Management Superintendent and receives direction from the Vegetation Management Line Clearance Coordinators.

DISTINGUISHING CHARACTERISTICS:

This position is a step progression position with time requirements and/or certification requirements. Progression to Level II does not require a bid, but it is contingent upon meeting time requirements in the classification and/or obtaining ISA Arborist Certification. Progression to Level III is contingent upon obtaining required Arborist certification and meeting time requirements at Level II. Progression to level IV requires 24 months at Level III at the District. Incumbents at Level IV are given the title of. Incumbents are required to advance successfully to the Line Clearance Notifier Level III within two (2) years.

The District may post a bid for this classification at any Level. Applicants and bidders will be required to successfully complete a collaborative interview process. The interview process will not apply when an employee moves from one level to the next higher level.

BASIC RESPONSIBILITIES:

1. Contacts District customers, by telephone, in person, or through written/electronic communications, and notifies of the intent to do tree trimming and removal.
2. Uses customer service skills and Arborist Certification to resolve customer concerns related to tree trimming/removal while presenting a positive image of the District.
3. Interprets District vegetation management standards and applies to specific customers needs as appropriate.
4. Makes observations in the field and transfers information into written communications for use by the District, contract personnel and customers.
5. Obtains written permission from customers to work on or adjacent to their property.
6. Identifies and marks trees for removal or trimming according to District specifications.
7. Researches real estate records to identify and locate property owners.

OTHER RESPONSIBILITIES:

1. Maintains appropriate records.
2. Performs associated duties as assigned.
3. Works as a District Flagger during storms & major emergencies.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Tree species common to the area.

MINIMUM QUALIFICATIONS: (continued)

Knowledge of: (continued)

- Customer Service techniques.
- District distribution/transmission system configuration.
- Government regulations affecting right-of-way clearing and maintenance.
- Safety rules and regulations for tree trimming, removal, and line work.
- Real Estate, land management, and right-of-way practices and terminology.

Ability to:

- Communicate effectively with all levels of the organization, outside agencies, and the public.
- Handle confidential information.
- Operate personal computer and apply office automation concepts and practices.
- Use independent and discretionary judgement.
- Work flexible hours to include weekends.
- Perform research.

Education/Experience – Level I:

- Two (2) years customer service experience in a related industry.
- Certified Flagger Card or ability to obtain one in the first six months of employment.
- Defensive Driving Certificate or ability to obtain one in first six months of employment.
- First Aid Card or ability to obtain one in first six months of employment.

Education/Experience – Level II:

- Meeting education/experience of Level I.
- Six (6) months experience performing Line Clearance notification in an electric utility or ISA certified Arborist.

Education/Experience – Level III:

- Six (6) months experience performing Line Clearance notification
- ISA certified Arborist.

Education/Experience – Level IV (LCN/Arborist):

- 24 months experience at the District performing Line Clearance III.

License or Certification:

- Valid Washington State Driver's License, with a good driving record – all levels.
- Current **ISA** Arborist Certification – Level III & Level IV
- Successful completion of a collaborative interview process – all levels, excluding movement from one Level to the next higher level.
- Flagger Card.
- Defensive Driving Certificate.
- First Aid Card.

WORKING CONDITIONS:

- Work is performed in the field and in the office.
- Frequent travel to customer property is required.
- Duties require daily walking of up to six (6) miles, often through dense brush and forest landscape to mark trees for removal and on varying surfaces and terrain.
- Must drive a District vehicle in varying traffic conditions.
- Incumbents are exposed to varying and severe weather conditions, uneven terrain, encounters with dogs and other animals, and encounters with customers and the general public.

- Flexible working hours are required to accommodate customer needs.
- Must be able to lift 40 pounds and work 7X24 up to 40 hours maximum in support of storms or major emergencies.