

	NON-BARGAINING UNIT JOB POSTING	POST: Internal - External
DIVISION: Electric Delivery		DEPARTMENT: Vegetation Management
MAX # OF OPENINGS: 1	JOB TITLE: Assistant Utility Forester	MARKET RATE: Technical - Grade 6 (\$58,300 – \$87,500)
GENERAL SUMMARY OF DUTIES:	Assist the BWL Utility Forester with the management the BWL Vegetation Management Program. Responsibilities include monitoring and directing the planning and tree trimming activities of multiple contractor crews; under the direction of the Utility Forester. Assist in the development of the 5-year trimming cycle plan. Assist in recommending contract requirements for contractor crews to meet BWL Vegetation Management Standards, NERC requirements, and follow Industry Best Practices. Meet with customers to discuss trimming plans and resolve potential conflicts. Must maintain all required certifications. Interact with customers as a BWL representative for Arbor Day, APPA, and other related Vegetation Management activities.	
ESSENTIAL FUNCTIONS:	<p>Work with the Utility Forester in the day-to-day oversight and planning for BWL crew and all contractor crew supervisors. Oversee contract auditor. Stand in for the Utility Forester as needed. Participate in Work Management Program, prepare reports, track productivity, and recommend measures for BWL Balanced Scorecard. Assist in creating annual budget for Vegetation Management Program. Monitor trimming activities to ensure the BWL Vegetation Management Program meets the trimming cycle. Schedule and oversee stump removals, herbicide applications, and specialized equipment rentals (such as cranes) as directed. Assist Utility Forester to prepare and submit quarterly reports per NERC requirements. Maintain certification as Arborist and Pesticide Applicator. Actively participate in the Annual Arbor Day Celebration by working with local youth and the public to educate them in tree planting and other related activities. Meet with customers in the field to discuss tree-trimming activities within BWL ROW and easements. Track and manage tree trimming calls in the Outage Management System (OMS). Perform work site safety inspections. Take storm duties and standby as assigned by the Utility Forester. Performs other related duties as assigned or necessitated by job responsibilities. Required to follow BWL Safety Manual and wear required personal protective equipment. Shall attend all training for safety awareness or skills improvement as required by supervisor, BWL or governmental agency such as MIOSHA and NERC Uses SAP, Microsoft Office Suite (Excel, Work, and Outlook) and the BWL Outage Management System (OMS) to complete duties associated. This position will be a feeder to the Utility Forester position which requires a Bachelor of Science - Forestry. Work with the Utility Forester in the day-to-day oversight and planning for BWL crew and all contractor crew supervisors.</p> <p>Oversee contract auditor.</p> <p>Stand in for the Utility Forester as needed. Participate in Work Management Program, prepare reports, track productivity, and recommend measures for BWL Balanced Scorecard.</p> <p>Assist in creating annual budget for Vegetation Management Program.</p> <p>Monitor trimming activities to ensure the BWL Vegetation Management Program meets the trimming cycle.</p> <p>Schedule and oversee stump removals, herbicide applications, and specialized equipment rentals (such as cranes) as directed.</p> <p>Assist Utility Forester to prepare and submit quarterly reports per NERC requirements.</p> <p>Maintain certification as Arborist and Pesticide Applicator. Actively participate in the Annual Arbor Day Celebration by working with local youth and the public to educate them in tree planting and other related activities.</p> <p>Meet with customers in the field to discuss tree- trimming activities within BWL ROW and easements. Track and manage tree trimming calls in the Outage Management System (OMS).</p> <p>Perform work site safety inspections.</p> <p>Take storm duties and standby as assigned by the Utility Forester.</p> <p>Performs other related duties as assigned or necessitated by job responsibilities.</p> <p>Required to follow BWL Safety Manual and wear required personal protective equipment.</p> <p>Attend all training for safety awareness or skills improvement as required by supervisor, BWL or governmental agency such as MIOSHA or NERC. Uses SAP, Microsoft Office Suite (Excel, Work, and Outlook) and the BWL Outage Management System (OMS) to complete duties associated.</p> <p>Other duties as assigned by supervisor.</p>	
JOB SPECIFICATIONS: <ul style="list-style-type: none"> ● KNOWLEDGE ● SKILLS ● ABILITITES 	<p>EDUCATION: This position requires knowledge which is normally required through the completion of an associate’s degree in forestry or a related field; or an equivalent combination of education and experience.</p> <p>EXPERIENCE: This position requires a minimum of five to seven years of previous experience in pesticide application or as an arborist. Knowledge of basic computer operations.</p> <p>The ideal candidate will have excellent skills in the following areas: teamwork, public speaking, customer service, writing and documentation, planning and coordinating, motivating staff, assertiveness, and a proficient knowledge of standard Microsoft office products; ability to organize, plan, and prioritize projects and direct technical/professional staff; ability to be on-call 24X7 on a rotational basis; excellent verbal / written communication skills; demonstrated management and project management skills; valid driver’s license with an acceptable record; ability to be on call when required.</p>	
PHYSICAL REQUIREMENTS:	While performing the duties of this job, the employee is regularly required to sit use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.	
WORKING CONDITIONS:	Outdoors in all weather conditions the majority of the time each day as well as some office time daily for administrative tasks.	
TO APPLY:	Email application, resume and cover letter to bwljjobs@lbwl.com with <i>Assistant Forester</i> in subject line or mail to: Human Resources, Attn: <i>Assistant Forester</i> , 1201 S. Washington Avenue, Lansing, MI 48910. Applications can be downloaded from the BWL website at www.lbwl.com . Deadline for submission is 12/31/2018.	
THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER		

