



JOB POSTING

Job Title: Contractor Coordinator

Location: North/South

Posting Date: 05/19/2025 until 05/30/2025 5:00pm

Summary

To oversee the Right-of-Way and construction crews. Assist in and coordinate a right-of-way maintenance program, specifying effective and efficient right-of-way practices, and ensure safe, uninterrupted electrical service to the membership and provide access to the electrical lines for improvements, repair, patrolling, inspections, or any other needs.

Role and Responsibilities

The following are the main responsibilities of this position. They are not intended to cover each aspect of the position as the scope of duties of a given position may change or be temporarily altered based on the business needs of the cooperative.

Within the limits of approved board policies, operating guides, and procedures, assumes responsibility and has commensurate authority for the following activities:

- Increases professional and technical knowledge by attending educational classes, reading professional magazines, and participating in professional societies.
- Assesses job priorities and assigning right of way and construction crews to appropriate job sites.
- Ensures a safe and cost-effective distribution system by carrying out contract crew assignments based on annual maintenance and work plan priorities, conducting inspections, and comparing work to specifications, construction and system improvement schedules and work orders, and by monitoring the use of contract crews to maximize productivity. Recommend changes in assignments and schedules as required.
- Maintains effective relationships with the members, public and governmental bodies by responding to requests for clearing information and addressing clearing concerns in a timely and caring manner.
- Ensure compliance with safety rules and procedures by evaluating and monitoring the performance of right-of-way/construction contractor crews to see that their equipment and performance is in accordance with Safety Rules and practices of OSHA and Right-of-Way standards.
- Responds to member/contractor questions concerning right-of-way and service installations/inquiries, attend appointments scheduled by Operations Secretary, receives and processes inspections, and updates computer records as required.
- Review and process contractor invoices through Workflow Manager.

- Operate and maintain transportation equipment, tools and working equipment in proper condition, and report deficiencies or repairs as needed.
- Provide assistance and information to members concerning efficient use of their electric service and promote TVEC's member service program.
- To assist in the procurement of right-of-way and write legal descriptions for right-of-way easements.
- Secures easement and right-of-way and write legal descriptions for both. Ensures that easements and right-of-way are filed and recorded with the respective entity.
- Coordinate activities with other TVEC personnel to develop effective and efficient operations with a spirit of teamwork to create positive working relationships.
- Ensures member satisfaction with every aspect of the encounter and makes every possible effort to assist the membership in receiving the best in member service.
- Exercises a high degree of discretion and emotional control during periods of extreme stress while collaborating with members, Board members, employees, and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Regular and predictable attendance is an essential function of this position, with or without reasonable accommodation.
- Perform any other duties as assigned by the Superintendent, Operations Manager, Director of Engineering and Operations, Assistant General Manager/COO, and/or General Manager/CEO.

Education

High school graduate or equivalent. Completed CPR and First Aid.

Experience

One year's experience in right-of-way maintenance clearing or construction within a utility construction/operations area is preferred.

Job Knowledge

Must be knowledgeable with service area, transmission, and distribution system. Know and understand tariff policies that apply to job duties.

Abilities

Must be able to read, write and do arithmetic. Must be able to operate and maintain vehicle(s) in a safe and efficient manner. Must possess a valid driver's license and remain insurable by Cooperative's automobile insurance carrier. Must have the ability to read a staking sheet, service orders, maps, and other required documents.

Working Conditions

Must reside within the assigned service area but not limited to the TVEC service area. Must be able to work evenings, weekends and in emergency situations. Will require travel within and outside the cooperative service area. Required to work under adverse conditions, such as extreme heat or cold, high winds and storms. May frequently be required to work in rough terrain, heavy underbrush, holes in ground, no or low lighting, pets, wildlife, insects, and poisonous vegetation. Will use shovel, hammer, pliers, tamp and other basic hand tools frequently. Must wear approved clothing and required personal protection equipment.

Physical Requirements

While performing the duties of this job, the employee is regularly required to stand, walk; sit; and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms; stoop,

kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

How to Apply

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, www.tvec.net, submit resume and application to email addresses below:

Melissa Lewis
lewism@tvec.coop