



Harriman Utility Board

ROW Foreman

Reports to: Electric Superintendent

Department: Electric- ROW

Date: February 12, 2026

FLSA Status: Non-Exempt

Approved: General Manager

Pay Status: Hourly

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.

JOB SUMMARY:

Directs, supervises, and proactively leads crews responsible for the maintenance, inspection, and improvement of all utility right-of-ways under the general supervision of the Electric Superintendent.

This position is expected to operate with initiative and independence by proactively evaluating system conditions, identifying maintenance needs, developing work plans, directing crews, and ensuring HUB's right-of-ways remain in excellent condition through disciplined and forward-looking vegetation management practices..

ESSENTIAL FUNCTIONS:

- Oversees the maintenance of the grounds in and around all electric substations and any other areas as directed by management.
- Patrols and inspects electric right-of-ways on a regular basis, independently identifies areas in need of maintenance, assigns priorities based on system condition and risk, and schedules trimming and cutting accordingly. Reports any immediate or potential hazards promptly.
- Continuously evaluates the electric system to identify vegetation risks before they cause outages and develops structured maintenance plans to address them.

- Maintains accurate documentation of patrols, miles cleared, hazard removals, herbicide applications, and other vegetation management metrics to ensure the system does not fall behind in maintenance cycles.
- Investigates reports of potential problem trees (notes relayed from customers, other employees, management, etc.), assigns priority, and schedules maintenance trimming or cutting accordingly.
- Patrols and inspects circuits that have been experiencing outages, breaker operations, recloser operations, etc., as directed by supervisor or identified independently. Implements and oversees necessary corrective actions to reduce preventable vegetation-related outages.
- Schedules and supervises herbicide application on HUB right-of-ways, substations, and other HUB facilities where such application is cost effective and preferable over mechanical trimming.
- Negotiates professionally with customers and property owners to obtain maximum clearance when trimming and cutting right-of-ways on private property.
- Resolves customer complaints regarding right-of-way maintenance activities and gathers documentation if needed for insurance or liability review. Communicates effectively with customers, supervisors, HUB Board members, and local officials as requested, and may represent the department at Board meetings or public forums.
- Directs daily work activities of ROW crews, seasonal employees, and contract crews independently, ensuring work is productive, organized, and aligned with HUB priorities.
- Holds assigned personnel accountable for performance, productivity, safety, and quality of work; addresses concerns promptly and professionally.
- Ensures crews are actively engaged in productive work assignments and not idle without direction.
- Develops, maintains, and improves tracking forms, inspection reports, and internal processes to enhance system reliability and operational efficiency.
- Completes work orders, job logs, materials requisitions, time sheets, and other forms associated with the job functions accurately and timely.
- Keeps a daily log of crew locations, work progress, and measurable accomplishments.
- Coordinates and supervises tree trimming and clearance operations during power restoration efforts during and after major storm events.
- Makes crews available (and coordinates with other foremen and/or supervisor) to assist with restoration of services during emergencies in any department.
- Makes crews available and supervises routine work in any department as directed by supervisor (examples include traffic flagging or assisting with electric or gas construction).
- Performs daily safety inspections of assigned equipment prior to and after use and ensures routine service and maintenance as needed.

- Oversees operation of vehicles and equipment in accordance with State Traffic Control Regulations, Board Safety Rules and Regulations, and departmental working rules.
- Ensures work being performed is in accordance with applicable codes, standards, and safety regulations.
- Follows all safety guidelines as required by OSHA.

ADDITIONAL RESPONSIBILITIES:

- Assists in training and mentoring ROW Worker trainees.
- Responsible for ensuring daily job briefings are completed by each crew leader.
- Attends events, meetings, seminars, schools, or training as determined by the General Manager, Supervisor, or as required by law.
- Must be able to report to work within 30 minutes on short notice or must be willing to relocate within 6 months.
- Must be available for emergency response.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Maintain a professional, positive attitude with commitment to public service, and in adherence to HUB's mission, vision, and core values.
- Demonstrated ability to lead crews independently and proactively without constant direction.
- Ability to assess system conditions, prioritize work based on risk and reliability impact, and develop organized maintenance plans.
- Strong organizational skills with ability to track progress, maintain accurate data, and understand system maintenance cycles and performance metrics.
- Ability to effectively interact, communicate, and present information to HUB Board Members, local officials, supervisors, co-workers, customers, and the public.
- Ability to hold employees accountable while maintaining a productive team environment.
- Extensive knowledge of the equipment, materials, tools, methods, working rules, regulations, procedures, and standards used in ROW maintenance.
- Knowledge of HUB service area.
- Ability to lead and participate in weekly safety meetings in coordination with the Safety Director.
- Familiarity with occupational hazards involved and necessary safety precautions.
- Ability to perform and instruct others in bucket truck and tree top rescue.
- Ability to operate a PC with basic proficiency in Word™ and Excel™ and maintain digital tracking records.

PHYSICAL REQUIREMENTS:

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 functions.

- Will be subjected to standing, walking, climbing, stooping, crouching, bending, pulling, and lifting.
- Will be required to lift and carry up to 75 pounds.
- Will be required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer screen, extensive reading, and/or operation of general office equipment.
- Will be required to have visual acuity to perform an activity such as: operate machines, or equipment where seeing the job is at or within arm's reach; performs mechanical or skilled trades of a non-repetitive nature, such as technicians, service people, etc.
- Will be required to climb ladders, scaffolding, and overhead areas.
- May be required to walk considerable distances during ground work, or during emergency situations.
- Will be required to clearly and quickly hear work instructions and safety warnings from coworkers or equipment.

WORKING CONDITIONS:

The working 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 functions.

While not encountered every day, the Employee may be subject to any or all of the following during the course of work:

- Will be required to work both indoors and outdoors.
- Will be subjected to environmental conditions. Some protection is provided from weather conditions, but not necessarily from temperature changes.
- Will be subjected to extreme cold. Temperatures typically below 32 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- Will be subjected to extreme heat. Temperatures above 100 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- Will be subjected to noise. There is sufficient noise to cause the Employee to shout in order to be heard above ambient noise level.
- Will be subjected to vibration. Exposure to oscillating movements of the extremities, or whole body.
- Will be subjected to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current,

working on scaffolding, exposure to high heat, or exposure to chemicals. Safety equipment is provided.

- Will be required to work and be comfortable at various heights. Safety equipment is provided.

REQUIRED LICENSES AND/OR CERTIFICATIONS:

- Possession of a valid Tennessee Class A Commercial Driver's License.
- Tennessee Department of Agriculture Herbicide Certifications.
- Forklift Training.
- Must be certified in current CPR/First Aid practices.
- Certification as a Line Clearance Trimmer.

SUPERVISORY RESPONSIBILITIES:

- Lead ROW Utility Worker
- ROW Utility Workers
- Seasonal Workers and Contract Crews

QUALIFICATIONS:

- Requires a high school or vocational school degree or equivalent, with the ability to receive and carry out both oral and written instructions safely and efficiently.
- Requires ten years' experience as a ROW maintenance worker.
- Willingness to work overtime in emergency situations.

Over the course of employment, specific job duties for employees may be changed, added, or deleted. In an effort to keep these job descriptions updated and to remain compliant with the Americans with Disabilities Act (ADA), employees will be given the opportunity to review their descriptions each year or at any time they feel it needs to be updated.