



Otsego Electric Cooperative, Inc.

P.O. Box 128
Hartwick, NY 13348-0128
Telephone: (607) 293-6622
Fax: (607) 293-6624

November 2, 2018

Dear Applicant:

Otsego Electric Cooperative, Inc. is looking for qualified applicants who wish to apply for the position of Lead Saw Operator.

Please find attached to this letter all of the information required to submit your application for the Lead Saw Operator position. Please return a completed application and cover letter, along with a resume if you so choose.

Please return your application, marked confidential, as soon as possible to the following address:

Otsego Electric Cooperative, Inc.
Attn: Kevin Rottingen
P.O. Box 128
Hartwick, NY 13348

Any applicant who wishes to apply for this position must return their application to our office no later than end of business day, **November 21, 2018**.

If you have any questions regarding this position or the application process please feel free to contact our office at 607-293-6622, Monday-Friday, 7:30am – 4:00pm. We look forward to hearing from you and receiving your information.

Thank you for your time and effort.

Sincerely,

Timothy Johnson, CEO
Otsego Electric Cooperative, Inc.

Otsego Electric Cooperative, Inc.

Position Description

POSITION TITLE: Lead Saw Operator

REPORTS TO: Brush Crew Foreman

POSITIONS DIRECTLY SUPERVISED: Brush Crew as Assigned

FUNCTIONS:

The Lead Saw Operator participates in and as required directs, the work of the assigned brush crew. Must engage in the safe and efficient maintenance of rights-of-way, clearing for new construction of distribution lines and effectively assist other employees and departments in the performance of their duties. May be required to instruct other employees in the performance of any duties for which they are qualified; performs work of a lower classification; and performs other work as assigned.

The candidate must be a good and mutually supportive team member, as teamwork is vitally important to the success of the position and a significant value of this organization.

RESPONSIBILITIES:

1. Participates in the assigned crew engaged primarily in the maintenance of rights-of-way and clearing for new construction of distribution lines according to all applicable rules and regulations of federal, state and local governing bodies. May assist other departments as needed.
2. Adheres to the proper application of all safety rules and regulations in all tasks performed. Ensures worksite, vehicles and equipment are safe and clean.
3. Observes and maintains the proper application of personal protective equipment and other protective devices required to work safely on or near energized lines and substation equipment.
4. Ensures proper use and care of tools, materials, vehicles and equipment. Make inspections to determine general operating condition of equipment and take necessary action to correct faulty or unsafe conditions.
5. Gives detailed instructions and training to assigned crew as required.
6. Promptly carries out work assignments and follows up to assure work is completed efficiently, effectively and in accordance with established standards and safety practices.

7. In the absence of the Brush Crew Foreman, prepares and maintains legible and accurate records and reports including checking assigned employee's daily timesheets to ensure accurate completion and submission to the payroll department.
8. In the absence of the Brush Crew Foreman directs and makes effective public contacts in connection with work assignments.
9. Attends training sessions, schools, and courses to improve competency as the Lead Saw Operator.
10. Performs work assignments of lower classifications, when necessary.
11. Keeps informed of company rules, policies, regulations, methods and routines as they apply to employees.
12. Must be courteous and promote the interest of the Cooperative.
13. Promotes morale of good working relationships among all employees.
14. Maintains a positive work atmosphere with all Cooperative personnel, our members, and the public.
15. Promotes and implements management's goals and objectives.
16. Assists Brush Crew Foreman with employee evaluations.
17. Other duties as assigned.

POSITION REQUIREMENTS:

- Education: A minimum of high school diploma, or equivalent, is preferred. Additional academic or technical training is preferred. Individual will be required to continue his education in technical and supervisory skills.
- Experience: Lead Saw Operator will have worked in the industry as a tree trimmer or equivalent position for a contractor or other utility.

- Knowledge: Must possess knowledge of all types of rights-of-way clearing procedures and equipment. Must have thorough knowledge of safety rules for working near energized and de-energized lines. Must have thorough knowledge of Cooperative principles and practices.
- Ability & Skills: Must be able to communicate both verbally and in writing. Must have ability to supervise personnel effectively and equitably. Must be proficient in tree/pole climbing and be able to successfully complete a pole top rescue. Must have the ability to work near energized lines. Must possess and maintain a valid New York State Commercial Driver's License certified to haul a trailer with materials and/or equipment. Failure to maintain the appropriate license will result in discharge.
- Physical Characteristics: Must be able to withstand exposure to adverse elements and considerable physical exertions. At times, may be required to lift and carry objects weighing up to 100 pounds.
- Non Exempt Status: This position is subject to the overtime requirements of the Fair Labor Standards Act, as amended, and therefore may perform any and all work related to this position.



Otsego Electric Cooperative, Inc.



A Touchstone Energy® Cooperative



EMPLOYMENT APPLICATION

Applicant Name: _____

Date: _____

Position: Lead Saw Operator

Otsego Electric Cooperative, Inc. (OEC) places a great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership.

Otsego Electric Cooperative, Inc. provides an equal opportunity to all qualified individuals seeking employment and to all current employees. OEC does not unlawfully discriminate on the basis of race, color, religion, creed, national origin, age, sex, marital status, ancestry, disability, veteran/military status, arrest/conviction record, sexual orientation, domestic violence victim status, predisposing genetic characteristic or carrier status, and any other category protected by federal, state, and local laws.

Personal Information: (Please Print Clearly)

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Previous Address if less than 5 years at your current address:

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Home Phone: _____ Cell Phone: _____

Fax #: _____ E-Mail: _____

Employment Eligibility: (Employment is contingent upon proof of legal right to work and I-9 completion)

Are you legally entitled to work in the United States? Yes No

If you are under 18 years of age, do you have a work permit? Yes No

Do you have a valid Driver's License? Yes No

Do you have a valid Commercial Driver's License? Yes No

Can you travel, if the position requires travel? Yes No

Have you ever worked for OEC under a different name? Yes No

If yes, please provide additional information and name: _____

Position Desired

Position Applied for: _____

How did you learn of this vacancy? _____

Annual Salary Desired: \$ _____ Date Available: _____

Are you able to perform the essential functions of the position? Yes No

Have you been previously employed by OEC or another electric cooperative? Yes No

If yes, indicate position, department, and dates employed: _____

Do you have any relatives employed at OEC? Yes No If yes, who? _____

Education and Training

Indicate highest level of education completed:

- High School College/University Graduate School Trade/Specialty School

Educational Institution: _____

Address: _____

Major and Minor (if applicable): _____

Degree Earned: _____

Did you Graduate? Yes No GPA: _____

Educational Institution: _____

Address: _____

Major and Minor (if applicable): _____

Degree Earned: _____

Did you Graduate? Yes No GPA: _____

Professional Certifications and licenses: _____

Other skills or experience pertinent to the job applied for: _____

Employment History (Must complete even if attaching a resume)

List your last two employers with the most recent first.

If you're currently employed may we contact your current employer? Yes No

Is this your current employer? Yes No

Previous Employer: _____

Address: _____

Supervisor's Name: _____ Supervisor's Title: _____

Contacts Name: _____ Contacts Phone #: _____

Employed From (mm/yyyy): _____ Employed To (mm/yyyy): _____

Current job title and pertinent duties: _____

Reason for seeking other employment: _____

Is this your current employer? Yes No

Previous Employer: _____

Address: _____

Supervisor's Name: _____ Supervisor's Title: _____

Contacts Name: _____ Contacts Phone #: _____

Employed From (mm/yyyy): _____ Employed To (mm/yyyy): _____

Current job title and pertinent duties: _____

Reason for seeking other employment: _____

Professional References (Please list only references that we may contact at this time)

1) Name, Title, Company: _____

Contact #(s): _____ Years Known: _____

2) Name, Title, Company: _____

Contact #(s): _____ Years Known: _____

3) Name, Title, Company: _____

Contact #(s): _____ Years Known: _____

Affidavit

Nonbinding Application and Interview Process: I understand that this application will be reviewed, but nothing in this application or any other documents that I receive from OEC shall be construed as either an offer or contract of employment or an obligation on the part of OEC to provide any benefit to me.

Employment-At-Will: I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either OEC or myself. NOTE, however, for bargaining unit positions terms of the applicable collection bargaining agreement will apply to termination from employment. I further understand that OEC has a zero-tolerance policy with respect to drugs, alcohol, weapons and violence.

I hereby declare that my statements on this application and on my resume or documents provided by me to OEC are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include, but is not limited to: employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, drug and alcohol testing, and degree/certificate verification. I hereby release OEC from all liability for any damages resulting for the information obtained. This application shall be considered active for a period of time not to exceed 180 days. If I have not heard from OEC after 180 days and still wish to be considered for employment, I acknowledge that I will need to submit a new employment application.

Applicant's Signature _____ Date: _____

Applicant's Name (please print): _____