

Post Office Box 1679  
Quincy, Florida 32353-1679  
Quincy: (850) 627-7651



1640 West Jefferson  
Street  
Quincy, Florida  
32351-5679

### UTILITY ARBORIST

Must have a high school diploma or its equivalent. Requires a bachelor's degree in forestry, or a related field, or an equivalent of 6 years of experience directly related to the electric utility industry. Requires a valid driver's license.

Must have acute consciousness of safety and a positive attitude toward accident prevention. Must be able to work in an office environment with frequent visits to operating areas. Must be proficient in Microsoft Office software and in TECI's Vegetation Management Guidelines, Methods and Procedures. Must possess the skills to use vegetation management software and GIS maps as required by the job. Must be proficient in the patrol of rights of way, accurately reporting findings, and communicating the findings as required, both verbally and in writing. Must be able to speak clearly and fluently over the telephone, two-way radio and in person. Must work well individually and with others. Must be able to handle high pressure situations. Must demonstrate a thorough knowledge of all applicable, TECI and OSHA safety rules, regulations, policies, practices and procedures.

Prefer experience implementing standardized work processes and the ability to interpret and compose work flow process charts. The following certifications are required within two years of appointment: ISA Certified Arborist/Utility Specialist or Registered Professional Forester and a "Commercial Applicator License" as issued by the Florida Department of Agriculture and Consumer Services, Pesticide Certification Office.

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility.

### RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Plan and administer contract bid packages, estimating, and accident investigations.
- C. Review and submit invoices; develop, monitor and manage budgets; identify cost effective maintenance objectives.
- D. Work with internal and external parties to schedule contract crew work and inspections.
- E. Make recommendations to correct poor performance of trimming crews.
- F. Foster an environment that places safety as number one priority and encourages

teamwork.

- G. Ensure compliance with strict regulatory line clearance requirements for the state of Florida (FPSC guidelines); ensure F.D.O.T. regulations are followed when working on road right-of-ways.
- H. Report any needed maintenance on lines, such as broken insulators, cross arms, etc. and assist with service restoration, if needed.
- I. Create project schedules to ensure upcoming events/projects are on track; maintain records of work performed and materials used to keep the various people involved with project(s) informed of important issues.
- J. Schedule and direct daily activities of contractor's work and take necessary action to assure the project objectives are met.
- K. Conduct inspections and project progress meetings, as needed, to ensure quality and accuracy.
- L. Investigate property owner complaints related to vegetation management and evaluate Member requests for tree removal/trimming. Work closely with property owners and assist crews in securing permission to trim trees and/or tree removal.
- M. Act as liaison with state and local government agencies.
- N. Become recognized as a "Subject Matter Expert" in tree biology and pruning for utility line clearance in accordance with the "Shigo" method, ISA standards and all federal, state, and local regulations including the National Electrical Safety Code, herbicide application and associated regulations, and all vegetation management safety requirements.
- O. Actively participate in TECI's safety programs and meetings.
- P. Maintain First Aid and Adult CPR certification.
- Q. Utilize all TECI equipment in a safe and efficient manner. Recognize and report any safety hazards involving either TECI or contractor employees and equipment to appropriate personnel immediately.
- R. Operate and maintain cooperative vehicles in a safe manner. Obey all federal, state, and local laws applicable to the operation of the vehicle.
- S. Utilize required safety protective equipment properly.

T. Attend and actively participate in training as scheduled.

U. Exhibit a commitment to Member-focused service.

V. Exhibit a strong work ethic.

W. Perform other duties as required.

Talquin offers an excellent benefits package and a compensation structure commensurate with qualifications and representative of the market.

To apply, please send a cover letter and resume to [humanresources@talquinelectric.com](mailto:humanresources@talquinelectric.com) on or before **March 26, 2025**.

*An Equal Opportunity Employer  
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.  
Quincy, Florida

POSITION DESCRIPTION

UTILITY ARBORIST

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

Must have a high school diploma or its equivalent. Requires a bachelor's degree in forestry, or a related field, or an equivalent of 6 years of experience directly related to the electric utility industry. Requires a valid driver's license.

Must have acute consciousness of safety and a positive attitude toward accident prevention. Must be able to work in an office environment with frequent visits to operating areas. Must be proficient in Microsoft Office software and in TECI's Vegetation Management Guidelines, Methods and Procedures. Must possess the skills to use vegetation management software and GIS maps as required by the job. Must be proficient in the patrol of rights of way, accurately reporting findings, and communicating the findings as required, both verbally and in writing. Must be able to speak clearly and fluently over the telephone, two-way radio and in person. Must work well individually and with others. Must be able to handle high pressure situations. Must demonstrate a thorough knowledge of all applicable, TECI and OSHA safety rules, regulations, policies, practices and procedures.

Prefer experience implementing standardized work processes and the ability to interpret and compose workflow process charts. The following certifications are required within two years of appointment: ISA Certified Arborist/Utility Specialist or Registered Professional Forester and a "Commercial Applicator License" as issued by the Florida Department of Agriculture and Consumer Services, Pesticide Certification Office.

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility.

II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, and use hands and fingers to operate equipment. Must be able to climb ladders and work from heights. Must be able to sit for extended periods of time but could involve long periods of standing or walking extended distances. Must be able to bend and squat repeatedly during the course of a normal work day. Must be able to lift ladders, tools, etc. and place in proper storage compartments, many of which are overhead. Must be able to lift and move materials and supplies up to 50 pounds. Must be able to perform duties in all types of weather. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position involves a combination of inside office work and outside work during all weather and site conditions, including high grass, brush, mud, dirt, fallen trees and possible encounters with insects and wildlife.

III. OBJECTIVES:

- A. Support TECI's Mission and Value Statements and management team in order to achieve strategic and corporate goals.
- B. Maintain and monitor the cooperative's line clearance operations and maintenance in accordance with TECI's Vegetation Management Guidelines, Methods and Procedures.
- C. Manage production records, maintenance history and service interruption data for planning and budget forecasting and allocation.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Plan and administer contract bid packages, estimating, and accident investigations.
- C. Review and submit invoices; develop, monitor and manage budgets; identify cost-effective maintenance objectives.
- D. Work with internal and external parties to schedule contract crew work and inspections.
- E. Make recommendations to correct poor performance of trimming crews.
- F. Foster an environment that places safety as number one priority and encourages teamwork.
- G. Ensure compliance with strict regulatory line clearance requirements for the state of Florida (FPSC guidelines); ensure F.D.O.T. regulations are followed when working on road right-of- ways.
- H. Report any needed maintenance on lines, such as broken insulators, cross arms, etc. and assist with service restoration, if needed.
- I. Create project schedules to ensure upcoming events/projects are on track; maintain records of work performed and materials used to keep the various people involved with project(s) informed of important issues.
- J. Schedule and direct daily activities of contractor's work and take necessary action to assure the project objectives are met.
- K. Conduct inspections and project progress meetings, as needed, to ensure quality and accuracy.
- L. Investigate property owner complaints related to vegetation management and evaluate Member requests for tree removal/trimming. Work closely with property owners and

assist crews in securing permission to trim trees and/or tree removal.

- M. Act as liaison with state and local government agencies.
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- O. Actively participate in TECI's safety programs and meetings.
- P. Maintain First Aid and Adult CPR certification.
- Q. Utilize all TECI equipment in a safe and efficient manner. Recognize and report any safety hazards involving either TECI or contractor employees and equipment to appropriate personnel immediately.
- R. Operate and maintain cooperative vehicles in a safe manner. Obey all federal, state, and local laws applicable to the operation of the vehicle.
- S. Utilize required safety protective equipment properly.
- T. Attend and actively participate in training as scheduled.
- U. Exhibit a commitment to Member-focused service.
- V. Exhibit a strong work ethic.
- W. Perform other duties as required.

V. RELATIONSHIPS:

- A. Reports to: Vegetation Management Manager
- B. Directs: None
- C. Coordinates or cooperates with:
  - 1. Internal:
    - a. Right of Way Contract Coordinator
    - b. Area Operating Superintendents
    - c. Engineering Supervisors & Engineers
  - 2. External:
    - a. Members and General Public: Maintain and promote the safety and goodwill of the Cooperative.

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The Utility Arborist is responsible to the Vegetation Management Manager or their designee to perform the responsibilities within the scope of this position, as required.
- B. The Utility Arborist shall be accountable to the Vegetation Management Manager or their designee for the efficient performance of these duties.
- C. The Utility Arborist shall secure approval of the Vegetation Management Manager or their designee in making decisions when policies are unclear, inadequate or require interpretation.