**Field Service Representative**

Great career opportunity with a stable, progressive, and locally owned electric utility in Southern Indiana!  Harrison REMC is a not-for-profit organization that employs 48 people and services members in parts of Harrison, Floyd, and surrounding counties.

The Field Services Representative is responsible for planning, tracking, and auditing Harrison REMC’s Right of Way maintenance processes including contractor oversight, conflict resolution, easement discrepancies, and member relations. This is accomplished in accordance with the established policies, plans, and objectives of Harrison REMC.

**JOB DUTIES AND RESPONSIBILITES**

### Develops vegetation management plans to ensure efficient cycle maintenance of REMC Right of Ways

### Assesses ROW maintenance processes to ensure reliable and efficient maintenance methods

### Tracks Right of Way maintenance progress in Operations Management software.

### Responds to and addresses reliability issues related to vegetation

### Represents the REMC by interacting with members on vegetation related matters

### Resolves Right of Way related member disputes

### Enters locations of the crews on the daily dispatch in the mornings and update as they move

### Distinguish billing between ROW reconductor projects, herbicide and regular ROW services

### Oversees and tracks Right of Way contract crews

### Creates, tracks, and ensures completion of vegetation related service orders

### Reads, understands, and applies applicable policy, specifications, standards or codes

## **Knowledge and SkillS**

### High School Diploma or equivalent required, associate degree preferred

### Must have 3 to 4 years of related work experience

### ISA certified Arborist preferred

### Established proficiency in organization, planning, analysis, and verbal/written communication

### Proficiency in Excel, Word, and GIS software

### Ability to multi-task, work under pressure and meet deadlines required

### Possess excellent customer service skills effectively dealing with a variety of people under a variety of circumstances.

Harrison REMC offers a competitive benefits package. Those qualified desiring to join our Harrison REMC team should apply to online at:  <https://jobs.ourcareerpages.com/jobapplication/725023?appsource=ccp>

**Equal Opportunity Employer**