



**M.J.M. ELECTRIC COOPERATIVE, INC.
CARLINVILLE, ILLINOIS
POSITION DESCRIPTION**

Title: Forestry Temporary Part-Time Position

PRIMARY OBJECTIVE

A Forestry temporary part-time position assists the Forestry crew at MJM Electric Cooperative to maintain clear and safe right-of-way areas through vegetation control, equipment operation, and general maintenance support. These include loading and unloading supplies and equipment, dragging limbs, and assisting with right-of-way clearing.

Other objectives include:

- Provide a positive image.
- Seeks to maximize efficiency within the office as well as contribute insights and opinions.
- Ensures security and confidentiality of data.
- Serves as a team player.
- Understands group process and conflict resolution.
- Cooperates with all employees in maintaining good working relationships.
- Effective communication with strong written ability.

RESPONSIBILITIES:

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| 1. Assists the Forestry department with hauling brush, setting up, cleaning up, obtaining tools, etc. |
| 2. Must be prepared with and always wear all Personal Protective Equipment (PPE). All PPE must meet safety standards as required. |
| 3. Drive side-by-side. |
| 4. Maintains a safe working environment by adhering to safety policies, procedures and regulations. |
| 5. Understands and upholds Board approved policies. |
| 6. Other duties as assigned. |

RELATIONSHIPS

Reports directly to: Forestry Foreman, who coordinates with the ROW/Equipment Manager.

PERSONAL, EDUCATION AND TRAINING REQUIREMENTS:

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| 1. Must be able to communicate effectively and efficiently, both orally and in writing, with a diverse group of people and personalities; requires good interpersonal skills. |
| 2. A positive attitude, a strong work ethic, and a reputation for integrity and honesty. |

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| 3. An ability to work well with Members and coworkers. |
| 4. Ability to work independently, to work in teams, and be resourceful. |
| 5. Ability to wear personal protective gear as needed. |
| 6. Must have reliable transportation. |
| 7. Must be 18 years old. |

Benefits

- Paid time off.

Pay Range

- Starting pay range: \$23.26/hour.

Cyber security is the responsibility of every employee. The highest priority should be given to protecting all cooperative computers, mobile devices, networks, software, and data collected, processed, and stored from unintended or unauthorized access, change, or destruction.

M.J.M. ELECTRIC COOPERATIVE IS AN EQUAL OPPORTUNITY EMPLOYER

Accepted by _____ Date _____