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Vegetation Program Lead/Pre-Inspection Manager/Contract VPM

Jefferson Resource Company (JRC) is currently considering applicants for several Vegetation Program Lead/Pre-Inspection Manager/Contract VPM positions for our PG&E contract in the Sierra Division to provide support and oversight of the contract VMI team and other vegetation management programs, such as the Estimating Arborist Program. We are looking to fill positions in the Sierra North/Nevada District/Grass Valley Region, Sierra South Drum and Eldorado Regions, Colgate/West Sacramento Region. JRC is a full-service natural resource consulting firm with several office locations in California.

Salary and Benefits : There are both salary exempt and non-exempt positions available. Some positions may be part-time, but most are full-time. Salary range is \$75,000-\$125,000/year. Pay is based on education, experience and qualifications. Travel on the job is paid both ways. Regular full-time employee benefits include medical, dental, vision, and life insurance; 10 holidays, vacation which increases over time; 56 hours of sick time per calendar year; and a 401k with 4% employer match.

Job Locations: We have openings for positions throughout the Sierra North, Sierra South, and Colgate/Sacramento regions.

Minimum Qualifications: We are looking for local applicants who reside within a 30-mile radius of field operations. Applicants should be certified arborists, TRAQ preferred. Experience in supervisory roles is expected. Applicants should have a two-year Degree in forestry or a related field, and/or two year's experience in lineclearance tree pruning work or equivalent as determined by the PG&E Representative. Must have strong auditing skills and experience with VMI audits. Must be able to navigate and use PG&E databases proficiently, assist tree crews in their work, identify if work is meeting PG&E standards, and be able to use Excel and tech devices. Applicants will understand how to work in a professional setting with proper decorum, have a high degree of self-motivation, good organizational and decision-making skills and a positive attitude. Applicants must have the ability to work safely and effectively in rugged terrain under adverse weather conditions and sometimes alone. Valid driver license, clean driving record, background check, and drug testing are required.

Essential Duties and Responsibilities

Vegetation Program Lead/Pre-Inspection Manager:

The primary role for oversight of the contract VMI team will be providing regular audits on a contract team of approximately 25 resources, discussing the findings and giving feedback to the supervisors.

Different PG&E programs will require various duties and responsibilities. Other program(s) responsibilities may include:

Routine Program Manager:

- Complex analysis of landowner issues and overlapping vegetation program work management will be required.
- Work with several systems of records to assist tree crews in increasing work efficiency
- Perform occasional quality control on Inspection or Tree work and report to superior findings
- Must be with ANSI A300 standards

Estimating Arborist Program Manager:

Responsible for coordinating various teams, including Pacific Gas & Electric, Tree Crews, Construction Crews, Inspection Crews, and Support Staff.

- Ensures program adherence to deadlines and expectations.
- Handles work packets and corresponding documentation for internal review and tree work initiation.
- Conducts audits to identify compliance issues in post-construction or pre-construction locations.

- Submits line clearance request forms for tree crews.
- Manages and delegates customer cases and refusals.
- Tracks and assigns work to contractors and tree crews daily.
- Conducts audits to mitigate priority trees before construction.

Contract Vegetation Program Manager:

Basic areas of responsibility are to assist the VM Program, help support operations and work on process improvement initiatives, schedule, and coordination of VM activities. At the discretion of the Program Manager, Contract VPM will work on an as-needed basis. The office location will be determined and strategically placed to cover the geographic service territory identified by the PG&E Representative. This activity will include, but not be limited to:

- Assist with difficult customers at the direction of the Program Manager (customer complaints, refusals, difficult access, agencies)
- At the direction of the PG&E Representative clarify expectations and program direction for PI and TT contractor employees
- Assist with monitoring the progress and status of pre-inspection and tree work completion
- Perform database "sleuthing" to identify issues
- Assist with Agency meetings and field visits to review VM work as directed by the PG&E Program Manager
- Assist with management of projects – routine and non-routine
- Assist in management of the contract review process

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, sit, and operate a motor vehicle for prolonged periods of time; to frequently stoop, bend, kneel, crouch, run, crawl, climb, reach, twist, grasp and make repetitive hand movement in the performance of daily duties; carry, push and/or pull light to moderate amounts of weight (5 to 20 lbs.), including backpacks, equipment, and supplies; to operate assigned equipment and vehicles; ability to verbally communicate to exchange information with team members and public; ability to see and hear in normal range with or without correction; operate assigned field equipment.

Equal Opportunity: JRC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To Apply: Email cover letter and resumé to employment@jeffersonresource.com. Please include in the subject line the position you are applying for.