



# Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

## **JOB POSTING**

Jemez Mountains Electric Cooperative, Inc., (JMEC) is accepting applications for the position of **Work Order Clerk 0-12 Months for the Espanola Office**. The Work Order Clerk reports to the Director of Engineering and Engineering Operations and is responsible for personal performance of work as assigned in connection with purchasing and stores as well as the preparation of correspondence and reports, and maintenance of files and related activities for the Engineering Department.

### **Required Education, Degrees, Certificates, and/or Licenses:**

High school diploma or equivalent required. Post-secondary courses in accounting/bookkeeping preferred. Must have the ability to operate a motor vehicle and possess a valid New Mexico driver's license. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

### **Essential Functions/Job Duties:**

- Maintain accurate engineering and operations data through the utilization of available resources and following established policies, practices, and procedures by obtaining, monitoring and processing appropriate data.
- Process staking sheets and work orders following established billing and accounting procedures.
- Accumulate and process data through appropriate reporting and/or billing method on a timely basis.
- Prepare and distribute service agreements and invoices for new construction accounts.
- Tabulate and/or process all construction and retirement work orders.
- Record labor, material, overhead charges, and other cost totals charged to work orders.
- Verify coding of work orders.
- Prepare information from work orders for the Engineering Department in support of work plans.

### **Job Requirements and Experience:**

Must possess a working knowledge of the Cooperative's Service Rules, Regulations, Rates and Policies. Must have sound knowledge of proper and safe work practices. Should be willing to attend courses relating to his/her area of work. Must be knowledgeable in line construction, maintenance of lines, substation construction and maintenance and other technical area of electrical distribution and transmission.

Must be able to keep information confidential as the situation dictates. Must possess communications skills to interact positively and clearly with members/customers, co-workers and other involved parties. Must have the ability to learn and adapt to new technology. Must be able to work independently and assume responsibility. Must be able to work under pressure, perform several tasks simultaneously, and plan and organize work. Must be able to operate

modern office equipment such as a personal computer, typewriter, copier and fax machines. Must be able to answer multi-line phone system.

Only those candidates that possess the criteria listed above will be considered.

JMEC offers a competitive salary commensurate with qualifications, along with a comprehensive benefits package.

Applications will be accepted until Friday, August 19, 2022, and should be directed to:

Dwight Herrera, Senior Manager of Human Resources and Support Services  
P.O. Box 128 Española, New Mexico 87532  
505-753-2105 Ext. 1111  
505-753-6958 fax  
[dherrera@jemezcoop.org](mailto:dherrera@jemezcoop.org)