

Position: Service Order Technician (2 Open Positions)

Shift: Mon-Friday 6:00AM – 2:30PM & 9:30AM – 6:00PM (subject to change)

Location: Azle, TX (Aledo, TX)

FLSA Designation: Full Time – Non-Exempt

The System Operations Department is seeking qualified candidates for two full time Service Order Technicians. This position is a member of the System Operations team and will report directly to the System Operations Manager.

Essential Job Functions:

- Create, assign, troubleshoot, and close service orders
- Effectively communicate with crews, ATS service orders, Indigo maintenance tickets, and Laserfiche Workflow processes
- Effectively communicate with all departments to ensure that all service orders are accurately created, and work completed to meet Tri County EC's system maintenance needs.
- The Service Order technician will familiarize themselves and become proficient with all of our software tools including but not limited to Futura Catalyst, Indigo, ATS Open One, and Laserfiche Forms.

Requirements:

- High School Diploma or equivalent (required)
- Must be able to effectively read/write/speak the English language
- Working knowledge of all Microsoft Office applications and
- Willing to learn new technologies.
- Exceptional communication skills are required.

All qualified candidates are encouraged to submit their application/resume to the Human Resources Department by March 28th, 2019.

You may email your submission to careers@tcectexas.com or send to the address listed below:

Tri-County Electric Cooperative, Inc. Attn: Human Resources 600 NW Parkway Azle, TX 76020