

Position: **Work Order Technician**  
Shift: Mon-Friday 8:00AM – 5:00PM  
Location: Azle, TX  
FLSA Designation: Full Time – Non-Exempt

**Essential Job Functions:**

- Answer a high volume of calls with regards to member requests for new service and service upgrades.
- Schedule appointments for staking technicians
- Coordinate with Project Coordinators and Staking/Field Engineers
- Analyze/research work orders and invoicing process for accuracy
- Organize and track easement filing with corresponding counties
- Preparing a variety of monthly and annual reports
- Written and verbal communication with members concerning specifications, project status, service requirements
- Cost analysis/estimates

**Requirements:**

- High school diploma or equivalent
- Minimum five (5) years' experience in customer service/interaction
- Exceptional communication skills are required.
- Must be able to effectively read/write/speak the English language
- Familiarize themselves with mapping and internal database/communication systems (ATS, Futura Systems, etc.).
- Qualified candidates should be able to demonstrate a working knowledge of all Microsoft Office applications

**All qualified candidates are encouraged to submit their application/resume to the Human Resources Department by March 29, 2019.**

**You may email your submission to [careers@tcectexas.com](mailto:careers@tcectexas.com) or send to the address listed below:  
Tri-County Electric Cooperative, Inc. Attn: Human Resources 600 NW Parkway Azle, TX 76020**