Position: **Service Order Technician (1 Open Position)**  
Shift: Mon-Friday 9:00AM – 5:30PM (subject to change)  
Location: Aledo, TX  
FLSA Designation: Full Time – Non-Exempt

The System Operations Department is seeking qualified candidates for a full time Service Order Technician. 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, Meridian 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, Meridian, 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 07/22/2020.

You may email your submission to careers@tcestexas.com or send to the address listed below:  
Tri-County Electric Cooperative, Inc. Attn: Human Resources 200 Bailey Ranch Road Aledo, TX 76008