



JOB POSTING

Job Title: Operations Secretary

Location: Athens

Posting Date: 3/2/23 – 3/9/23, 5:00 pm

Summary

Processing of staked jobs, coordinates service orders for construction, and disperses service orders to appropriate department. Provides direct assistance to the Operations Superintendent and field personnel. Have the ability to work both independently and as part of a team, and to quickly learn new technologies and processes.

Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- Processing of field staked jobs to generate staking sheets.
- Responsible for working and processing work management notifications.
- Uploading documents and updating information to maintain management of jobs
- Maintains folders on network of active jobs.
- Scanning of jobs into imaging for accounting.
- Calculating of ATC fees and setting up contract for invoicing
- Provides correspondence to member inquiries, contractors, builders, city agencies and other cooperative employees by telephone or written communication.
- Distributes service orders to contractors and TVEC personnel.
- Generates work orders for construction jobs.
- Responsible for generating connects and move meter service orders.
- Tracks and updates work orders in computer database to ensure TVEC personnel can locate and follow the progress of construction jobs from initial contact with member to completion of as-builts.
- Provide marked or cleared pool letters upon request.
- Create locate request for construction jobs including emergency locates.
- Process returned service orders and update the system with information from field personnel
- Assist in processing AMI tickets when needed.
- Generates service orders.
- Must be able to code invoices when needed.
- May fill in for Administrative Assistant when needed.
- Assist in Dispatch and member services when needed.
- Follow Cooperative safety policies, procedures and regulations.

- Process and maintain city releases/inspections.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies
- Perform any other duties as assigned by the Superintendent, Manager of Operations, Director of Engineering and Operations, Assistant General Manager/COO and/or General Manager/CEO.

Education

High school graduate or equivalent is required.

Experience

Minimum of three months secretarial experience or related field.

Job Knowledge

Must possess excellent English grammar and spelling and have extensive knowledge of general office procedures, record keeping, use of business machines, filing and other secretarial and administrative functions.

Abilities

Must have strong written/verbal communication skills. Strong people skills, ability to effectively handle competing priorities and complete them in a timely manner and the ability to work independently as required. Must be able to prepare oral and written presentations of complex materials. Computer skills are necessary. Use of Excel, Word, Power Point, Access, Internet Explorer and Microsoft Outlook is required. Must be able to communicate to individuals and small groups. Must be able to read, write and do arithmetic. Must be able to conduct a variety of activities, which requires a high degree of accuracy and attention to detail. Must be able to organize work to meet deadlines. Must be able to maintain corporate confidential information. Must be able to read maps and provide map location numbers. If required to drive, must possess a valid driver's license and remain insurable by Cooperative automobile insurance carrier.

Working Conditions

Must be able to work outside of regular schedule to maintain operations as required. Will occasionally require travel within and outside the cooperative service area. General office environment with frequent exposure to the outdoors.

Physical Requirements

Light work, requiring exertion of up to 20 pounds of force occasionally and/or up to 10 pounds of force more frequently. Lifting and carrying of 10 to 50 pounds occasionally. Job requires sitting majority of the time. Primarily inside work at desk. Must be able to use office equipment such as a copier, computer and printer. Hazards include electrical and mechanical. Some exposure to dust and dirt.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

How to Apply

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, www.tvec.net, submit resume and online application to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

Elizabeth Gutierrez-Grimes

gutierreze@tvec.coop

fax: 469-376-2241