

Position Title: Engineering Aide/Helper

Company Name: Taylor Electric Cooperative, Inc.

Location: 226 County Road, Merkel, TX 79536

Posted: June 11, 2019

Job Type: Part-Time / Seasonal

Application Deadline: June 17, 2019

Position Summary

Taylor Electric is seeking part-time assistance in the engineering department. Primary tasks of an engineering aide/helper will be to assist the Substation Manager in daily tasks and general maintenance, as well as, repairing and refurbishing meters to support system efficiencies. A successful engineering aide must be able to follow directions and have a strong attention to details. Some experience with a sawdaring iron and small electronics is preferred but not required. Must be able to perform work in a teamwork environment and maintain focus during unsupervised work.

Work takes place in an outdoor environment. Must be able to with stand extreme weather conditions and have the stamina to complete the job's physical requirements. **We will work with your schedule to accommodate class requirements and scheduling needs.**

Education/Experience

- Non required; entry-level position

Certification/Requirements

- Must possess a current driver's license and maintain and insurable driving record.
- CPR and First Aid training preferred.

Please see full job description below for further details.

Taylor Electric is an equal opportunity employer and drug-free workplace that has been in existence since 1939. We serve the Big Country area from Sweetwater to Abilene with a strong business acumen toward our members.

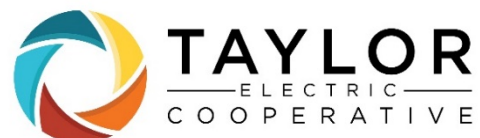
A completed application is required to apply.

Website: <https://tayloelectric.com/career-opportunities/>

Email Address: careers@tayloelectric.coop

Contact Person: Jyl Schöen, HR Manager

Phone: 325-793-8539 | Fax: 325-793-9680



JOB DESCRIPTIONS

Taylor Electric Cooperative, Inc.

Job Title: Engineering Aide

FLSA Status: Non-exempt

Job Codes: TEC: 16Q | NRECA: 55-3661

Department: Engineering

Sub-department: Substation/Staking

Date Revised: May 2019

1. Objective

- a. Assist Engineering department managers and personnel with rebuilding revenue meters and general labor projects as assigned.
- b. The objective is to be performed with the Cooperative's best interest in mind and in line with the Core Values.

2. Essential Job Functions

- a. Assist Engineering meter technicians with revenue meter repair, testing, and daily tasks.
- b. Maintain cleanliness of work areas such of meter shop, substation warehouse, and Substations.
- c. Assist Substation manager with general tasks inside substations.
- d. Assist Staking Technicians with distribution line design.
- e. General computer skills, ability to use basic functions on a multimeter, and knowledge of soldering equipment preferred.
- f. Other similar duties assigned as needed

3. Reports to

- a. Substation and Distribution Equipment Manager (primary)
- b. Metering and Staking Manager (secondary)

4. Supervises

- a. This is not a supervisory position

5. Job Specifications

- a. Language Skills – Must have the ability to read, analyze/interpret and speak general instructions in the English language.
- b. Personal Characteristics – Work requires teamwork and the ability to take and follow instruction. Must have strong attention to detail and focus, as well as produce quality work in a timely manner.
- c. Physical Characteristics – Must be able to use hands, fingers, arms for pushing, pulling, grasping, reaching or holding items. Must be able to walk, stand, sit, bend, crouch and twist for extended periods of time. Must be able to lift up to 50 pounds.
- d. Working Conditions – Able to work in an outdoor environment. Exposure to extreme conditions, such as heat, humidity and cold, are likely. Work takes place Monday through Friday during daytime hours.

6. Education and Experience

- a. None required; entry level position.

7. Licensing and Certificates

- a. Must possess a current driver's license and have and maintain an insurable driving record.

8. Remarks

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by the Chief Executive Officer.