



Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

JOB POSTING

Jemez Mountains Electric Cooperative, Inc., (JMEC) is accepting applications for the position of **Engineering, Building Facilities, and Fleet Coordinator**. The Engineering, Building Facilities and Fleet Coordinator will report to the Engineering, Building Facilities and Fleet Manager and the Assistant Manager. This position will initiate, coordinate and manage all administrative functions for the Engineering, Building and Fleet departments and for the Assistant Manager. Will act as the point of contact for members, vendors and the general public who are initiating communication within the three departments. Will manage and maintain staking and work order sheets, will develop and disburse service agreements and invoices for new construction accounts, and will develop guidelines as appropriate for all, for efficiently managing the process. Authenticates coding of work orders for justification of service.

Required Education Degrees, Certificates, and/or Licenses:

High school diploma or equivalent and five years of relevant business experience. An associate's degree in a business-related field is strongly preferred. Valid New Mexico Driver's license or ability to obtain prior to first day of employment required. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

Essential Functions:

- Comply with established JMEC safety and operations rules, policies, and procedures.
- Acts as the point of contact for the Engineering, Building and Fleet Departments.
- Communicates with JMEC members, vendors and the general public through phone, email, virtual platforms and in office visits.
- Works independently and uses sound judgement and decision-making skills.
- Coordinates with the dispatch department during outages by assisting with phone calls, will document and communicate outage information to line crews and their leadership.
- Assists the Engineering, Building and Fleet Manager with the day-to-day operations within the three departments.
- Will schedule and coordinate all meetings for the three departments.
- Will maintain and manage all vehicle registrations, insurance cards, and vehicle maintenance logs.
- Will reconcile and maintain all WEX cards and work with accounting to properly report the charges.
- Will maintain and manage a building maintenance plan and update as necessary.
- Works with other departments to resolve customer complaints and issues.
- Assists stakers, estimators and work order clerks with assigned projects.
- Must possess strong management and organizational skills and possess a keen attention to detail.
- Must possess irrefutable integrity and confidentiality.
- Manage and maintain organization of files and the retention of files.
- Assist with monitoring of contractor's performance and manage reports.

- Perform other appropriate duties that may be assigned.

Job Requirements and Experience:

Must possess strong communication skills (verbal and written). Must possess the ability to interact confidently and pleasantly with managers, co-workers, and the public. Must possess strong customer service skills. Must possess strong computer skills and demonstrated capacity in the use of MS Word, Excel, Power Point, Outlook, and other applications. Must be able to make sound judgments and decisions in serving internal and external customers. Must possess the ability to establish positive relationships with members/customers. Confidentiality in all matters is also a must.

Only those candidates that possess the criteria listed above will be considered.

Applications/resumes will be accepted until close of business, Friday, December 27, 2024. Please contact Tina Trujillo Archuleta for an application or you can visit our website at www.jemezcoop.org under our careers tab.

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