



Job Title: Operations Clerk

Location: Tanner Electric Cooperative – North Bend, WA

Reports To: TEC Engineering Supervisor

Status: Full-Time, Non-Exempt

Position Summary

Tanner Electric Cooperative (TEC) is seeking a detail-oriented, collaborative, and proactive **Operations Clerk** to manage the lifecycle of Work Orders (WO) and Service Orders (SO). This role serves as the essential hub between our front office, engineering, and field crews. You will be responsible for ensuring data integrity within our **NISC iVUE** system, coordinating logistics for new services, and streamlining the paperwork that keeps our utility running safely and efficiently.

The ideal candidate is a "good human" first—someone who thrives in a team environment, possesses a high degree of technical aptitude, and is eager to learn the intricacies of a member-owned electric cooperative.

Position Salary: \$56K - \$66K

Primary Responsibilities

- **Documentation & Archiving:** Manage electronic document retention and physical archiving during periods of lower overhead.
- **NISC iVUE Administration:** Maintain accurate digital records for all operations projects, ensuring material sheets and labor are posted correctly.
- **Workflow Management:** Oversee the end-to-end processing of Work Orders and Service Orders, including creation, folder/sleeve preparation, and eventual close-out.
- **Member Coordination:** Act as the administrative point of contact for members regarding new services. Manage the procurement of necessary paperwork, including easements and permits.



- **Operations Logistics:** Coordinate with the Director of Operations and General Foreman to schedule non-emergent work (e.g., street light repairs, power quality checks, and meter sets).
- **Inventory Tracking:** Assist in tracking special equipment and coordinating material sheets to ensure crews have what they need for scheduled projects.
- **Process Improvement:** Identify bottlenecks in existing paperwork, workflows and, with management guidance, develop and implement more efficient procedures.

Growth & Cross-Training Opportunities

We believe in investing in our people. As you master the core role, you will have the opportunity to cross-train in:

- **Staking & Mapping:** Learning GIS and staking software to assist in system design.
- **Financial Close-out:** Transitioning into full work order reconciliation and unitization.
- **Dispatching & AMI:** Supporting advanced metering infrastructure and emergency operations support.

Qualifications

- **The "Right Fit":** A positive, helpful attitude and a commitment to being a supportive team member.
- **Technical Aptitude:** Comfort learning complex software systems (prior experience with NISC iVUE or GIS/Staking software is a major plus, but not required).
- **Detail Oriented:** A "measure twice, cut once" approach to data entry and document management.
- **Communication Skills:** Ability to clearly and professionally communicate with members, employees, and field crews.
- **Education:** High School Diploma or equivalent required; further education is a bonus.



Next Steps

If you are interested in this position, please send your cover letter and resume to:

Nick Himebauch

Director of Operations

nick@tannerelectric.coop

Closed Fridays

