



JOB OPENING

Continental Divide Electric Cooperative, Inc. is now accepting applications for the following position of **Engineering Services Assistant** for our Grants Office. Applications will be taken until the position is filled.

JOB RESPONSIBILITIES:

The **Engineering Services Assistant** will be responsible for:

Work-order management - Track work orders to ensure efficient and timely closing of work- orders. Conduct thorough work-order audits for the issuance of invoicing or disbursements.

Documentation management - Maintain and update engineering specifications and documentation. Organize and archive project files for easy retrieval.

Project support - Assist in project management by ensuring projects have all necessary paperwork needed from the connect office. Ensure estimates by the staking technicians are mailed both physically and digitally to members for their projects.

Administrative Tasks- Schedule meetings, manage calendars, and coordinate appointments for the engineering team. Track engineering budget from month to month to ensure adherence. Assist in responding to inquiries and providing updates to other Cooperative employees, contractors, and members. Make decisions on routine administrative tasks within established guidelines, policies, and procedures. Refer complex or significant issues to the Manager of Engineering Services for resolution.

Must possess a valid driver's license.

Applications can be found online at cdec.coop. Please email applications or resumes to rgalindo@cdec.coop or fax to 505-287-2234.

Continental Divide Electric Cooperative is an Equal Opportunity Employer.