

## ENGINEERING CLERK

The Engineering Clerk provides primary administrative duty support for the Manager-Engineering and the Engineering Department at large. Basic duties include telephone answering, general information coordination within the office, and general clerical duties as assigned. Additional duties involve coordination of information flow with other peer organizations such as Dispatch Operations, Facilities Assignment, Network Planning, Accounting, and others. Significantly involved in tracking and follow-up activities involving Work Order information and closure. May review labor and materials invoices for correctness and assist in preparation of Contract/Bid Books. Compiles and provides information for various performance and status reports related to Engineering Activities.

### Education and Experience

High school diploma or equivalent. Strong oral and written skills. Proficiency in Microsoft Office products. Prior exposure to design concepts of telephone outside plant components helpful. Existing education and ability to utilize Cadtel or other ESRI based GIS software highly desired.

### Company Benefits Package

Health insurance, 401(k) plan, retirement plan, vacation and sick leave, life insurance, and short and long-term disability.

### Job Location

Ingram, Texas

### Salary Range and Work Hours

Compensation is commensurate with experience.  
40 Hours Per Week

### Deadline

This position may be filled at any time.

### NO PHONE CALLS PLEASE

[Click here to download an application.](#)

Submit application and resume to the attention of Human Resources.

**Mail:** HCTC, P. O. Box 768, Ingram, TX 78025  
**Hand-Deliver:** 220 Carolyn Street, Ingram, Texas  
**FAX:** 830.367.5994  
**Email:** [personnel@hctc.net](mailto:personnel@hctc.net)



*This institution is an equal opportunity provider and employer.*

## Essential Job Functions

- ◆ Obtain necessary project detail from Engineering and other departments to open work orders.
- ◆ Support work order process and interact with other departments as necessary to report work order status and close work orders according to Company policies and processes.
- ◆ Coordinate with outside vendors and contractors on various project issues including but not limited to bidding processes and timelines, project status reports and billing.
- ◆ Coordinate with Material Management department on work order aging report and communicate with engineers and management to determine the status of the work order.
- ◆ External coordination with utility companies concerning pole contact requests, agreements, audits and pole contact billing issues.
- ◆ Process easement requests, issues documents and submit easements to County Clerk offices, ensure timely payment for easement processing and file recorded easements into database system.
- ◆ Scan all documents and information into Company databases as needed.
- ◆ Provide reports for the Engineering department such as: cable count report, asset listings, and work order analysis.
- ◆ Provide invoices from contractors to Accounting department, and process incoming invoices from accounting department to assure proper engineer and management approval.
- ◆ Assist in drafting certain contractor agreements including but not limited to RUS 773 Contracts and RUS Contract Form 515.
- ◆ Access CAD software and other internal databases as needed to extract data for FCC broadband reporting for ILEC and CLEC.
- ◆ Provide data on completed contract jobs to Material Management department to close work orders.
- ◆ Ensures designs and work plans are accessible by developing and maintaining a filing system for engineering drawings and related materials.
- ◆ Prepares month end work order and materials reports for the Engineering, Construction, Network Planning and Network Operations Departments.
- ◆ Assists with maintaining Continuing Property Records.
- ◆ Prepares a variety of reports, correspondence and presentations by keyboarding and formatting documents using word processing, database, spreadsheet and graphics programs.
- ◆ Answers and directs phone calls to proper personnel.
- ◆ Performs clerical duties that may include filing, opening and sorting mail and proofreading documents.
- ◆ Inputs information into designated databases or other recordkeeping systems.
- ◆ Assists with other related clerical duties such as photocopying, faxing, filing, and collating.
- ◆ May maintain calendars and schedules and coordinate meetings and appointments as necessary
- ◆ Responsible for safe performance of job tasks, ensuring personal safety to self and the general public.
- ◆ Performs all other related duties as assigned by management.
  
- ◆ **Knowledge, Skills and Abilities**
- ◆ Knowledge of general office practices and procedures.
- ◆ Knowledge of written communications practices, procedures and formats.
- ◆ Knowledge of basic accounting principles and procedures.
- ◆ Knowledge of company products and services.
- ◆ Knowledge of company policies and procedures.
- ◆ Skill in reading specification sheets, staking sheets and cable records is desirable.
- ◆ Skill in operating various office equipment such as personal computer, various software programs and communications systems.
- ◆ Ability to read and interpret technical documents and forms including work orders, staking sheets, schematics and circuit diagrams.
- ◆ Skill in oral and written communication with customers, co-workers and various business contacts in a professional and courteous manner.
- ◆ Ability to utilize computer-aided design systems.
- ◆ Ability to organize and prioritize multiple work assignments.
- ◆ Ability to pay close attention to detail.
- ◆ Ability to work independently and effectively function as a team player.
- ◆ Ability to meet deadlines.
- ◆ Ability to communicate with co-workers and various business contacts in a professional and courteous manner.