

Notice of Job Opening

Internally And Externally

TO: All Districts

From: Amy Tipton

Date: May 15, 2023

Engineering Coordinator

Southwest Tennessee Electric Membership Corporation has an opening in our Jackson District for an Engineering Coordinator.

Primary daily duties:

- Meet with members and contractors to establish electrical service.
- Draw, stake, GPS, and provide estimates for jobs.
- Work with crews to provide accurate as-built drawings and account for materials.

General requirements are as follows:

- Must possess a willingness and eagerness to learn.
- Must possess excellent organizational and communication skills. These will be required to manage multiple projects, and develop working relationships with members, crews, contractors, and developers.
- Must be able to gather technical data and present effectively in a reporting format to others. This will be required to develop and read staking sheets, drawings, and electrical codes.
- Must possess a general understanding of common computer hardware and software:
 - Email
 - Electronic calendars
 - Word and Data processing
 - Microsoft Word
 - Microsoft Excel
 - Adobe PDF
- High school diploma or equivalent required. Associates Degree in Engineering Technology is highly desirable or similar course of study or two (2) years relevant utility, electrical, or contracting experience.

Benefits include health, dental, life, and LTD insurance, 401K, paid vacation, sick leave and holidays. An application must be submitted to any Southwest Tennessee EMC office, or downloaded from our website at www.stemc.com and e-mailed to atipton@stemc.com or sdinkins@stemc.com, by Friday, May 26, 2023 by 5:00 p.m. An equal opportunity employer male/female/disabled.