



HARRISONBURG

ELECTRIC COMMISSION

89 West Bruce Street, Harrisonburg, Virginia 22801

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www.harrisonburgelectric.com

Operations Clerk

Job Description: This position is responsible for providing administrative support for the Engineering and Operations departments.

OPERATIONS CLERK ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintain Dusk to Dawn and Streetlight maintenance database
- Maintain/create Dusk to Dawn contracts
- Maintain Streetlight counts by streets for proper billing to City
- Create work orders for projects both billable and non-billable
- Maintain all paperwork associated with work orders
- Verify crew timesheets for both proper time and account number
- Create invoices
- Month Close Inventory module
- Create picking lists/staking sheets for operations personnel
- Enter requisitions and run usage on picking lists
- Work with insurance companies and individuals for getting reimbursement for damaged facilities. Sometimes involves working with HEC lawyer and also going to court.
- Maintain transformer database
- Maintain/verify outage data
- Hand out meter base/ CT Cabinet to contractors and electricians
- Maintain service truck schedule
- Answer general “engineering” questions
- Maintain phone system both wireless (laptops) and landlines for building
- Maintain tree trimming maps
- Create/modify service locations
- Update Solar/Parallel Connection spreadsheet and database
- Maintain HEC Easements
- Collect vehicle mileage each month
- Update load control sheets monthly
- Maintain Life Support Listing
- Maintain Load Control Summary
- Enter new vehicles in Transportation module
- Create service orders for new service connections
- Maintain Njuns Tickets
- Disperse building key's
- Put out trash/recycling

REQUIRED QUALIFICATIONS & SKILLS:

- Must have high school diploma.
- Ability to lift 50 pounds