Job Description

Job Title: Work Order Specialist

JOB STATUS				
Date:	11/18/2026		**HR Contact:**	Lauren Zarzour
Location:	Bellville, Texas		**Dept/Div.:**	Warehouse
Supervisor:	Materials Manager		**Group:**	Business
Type:	Full-Time	Regular	**Outside/Inside:**	Inside
Pay Type:	Hourly			
FOR HR USE ONLY	**FLSA:**	Non-Exempt	**Grade:**	6

JOB PURPOSE:

The Work Order Specialist is responsible for processing, maintaining, and reconciling work orders, material records, inventory, and related financial documentation to ensure accuracy and compliance with cooperative procedures. This position supports construction and asset management activities, maintains required reports and records, coordinates supply inventory, and works with other departments to ensure efficient and accurate operations.

ESSENTIAL JOB FUNCTIONS:

- Compiles work order information according to borrower specifications for data processing of monthly work order schedules (closings)
- Verifies assembly units against material charge outs and completed staking sheets
- Completes overhead spread and closing stores to work orders on a monthly basis
- Creates and enters new work orders in Excel master log and IVUE software
- Inputs data for the work order file and asset management (CPR) file; requests and balances report
- Corrects staking sheets, prepares work order schedule books and cross reference cards, files, and unitization reports. Compiles information monthly for two-year work plan
- Reconciles materials to as-built staking sheets
- Prepares inventory of Work Orders (Form 219) which documents needs for Cooperative loan funds
- Assists with inventory reports as needed
- Posts retirement items to the plant accounts
- Organize and scan files to the vault
- Check as built work orders and old work orders
- Must maintain a safe work environment by ensuring that safety policies, rules and procedures are followed
- Responsible for making recommendations and presenting options to the Materials Manager concerning work order; may consult with engineering, accounting, maintenance and construction, and consumer service departments
- Responsible for overseeing and coordinating the ordering, inventory, and availability of office, janitorial, and first aid supplies

Job Description

	• Maintains monthly and annual fuel tax recovery records, ensuring accurate tracking, reporting, and reconciliation of applicable fuel taxes • Maintains transformer and meter retirement records, ensuring accurate documentation and tracking of retired equipment
Level:	Individual Contributor
# Reports:	0
Supervision Needed:	Operates Independently

EDUCATION:

Degree:	High School Diploma	**Field of Study:**	General

- Accounting or Business background preferred
- 5 years of experience preferred

EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

- Ability to remain knowledgeable of NISC changes with the Accounting and Business software
- Ability to be familiar with general organizational policies and departmental policies
- Obtain knowledge of general plant accounting procedures and processes by taking a TEC Accounting Class and/or a NRECA Work Order Accounting Class if necessary.
- Ability to utilize basic math and accounting principles

TECHNICAL SKILLS

☒ PC Skills ☒ Word ☒ Excel ☒Outlook
☒ Engineering Partner

COMPETENCIES

Communication Skills: ☒ Written ☒ Verbal ☒ Presentation Skills ☒ Accuracy
☒ Organizational Skills ☒ Interpersonal Skills ☒ Confidentiality ☒ Member Focus
☒ Analytical Ability ☒ Time Management ☒ Setting Priorities

WORKING CONDITIONS:

Travel Requirements:	Up to 5%	**Driving:**	Requires Valid Texas Driver's License

☒ Indoor/Office Environment

All San Bernard Electric Cooperative employees must know and follow job safety procedures, attend required health and safety training, proactively promote safety at work and promptly report actual and potential accidents and injuries.

PHYSICAL DEMANDS

Standing: 5%	**Walking:** 5%	**Sitting:** 90%	
Lifting: 30LBS	**Carrying:** 30LBS	**Pushing:** 30LBS	**Pulling:** 30LBS

☒ Balancing ☒ Stooping ☒ Reaching
☒ Speaking ☒ Hearing ☒ Sight