

Job Posting: Electrical Department Assistant

City of Pierce – Pierce Utilities

Location: Pierce, NE

Employment Type: Full-Time

Application Deadline: Open Until Filled

Position Overview

The City of Pierce is seeking a self-motivated and detail-oriented Electrical Department Assistant to join our team. Under the direction of the electric superintendent, this person is responsible for assisting with the operation, repair, maintenance, and replacement of the City of Pierce's electrical system.

This is an excellent opportunity for someone who thrives in a collaborative environment and is interested in contributing to the infrastructure that keeps the City of Pierce and Pierce Utilities running smoothly and safely.

Key Responsibilities:

- Assist with scheduling and tracking of electrical maintenance and repair work
 - Assist in the ordering, receiving, and inventory tracking of electrical parts and materials
 - Liaise with other City departments, vendors and contractors to facilitate work requests and project updates
 - Respond to inquiries from the public and city staff regarding electrical services
 - Ensure accurate documentation for permits and regulatory compliance
 - Able to perform duties in extreme weather conditions, including responding to power or service outages
 - Required to participate in an on-call rotation for after-hours/weekend emergencies as well as holidays
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Qualifications:

- High School Diploma or equivalent required
 - Completed college-level utility line work courses and/or gained relevant experience through employment or apprenticeship
 - Valid CDL is required or must be obtained within six months of the hire date
 - Strong organizational and time-management skills
 - Ability to work both independently and as part of a team
 - Experience using Microsoft Office tools such as Word, Excel, and Outlook
 - Familiarity with electrical systems or terminology is beneficial
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Compensation & Benefits:

- Competitive salary, based on candidate's experience and knowledge
 - Comprehensive benefits package, including 100% employer-paid health and dental coverage for employees, retirement plan, and paid time off
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How to Apply:

Interested candidates can apply by any of the following:

- Email: piercelec@ptcnet.net and cityadm@ptcnet.net

Subject Line: Application-Electrical Department Assistant

- City of Pierce office located at 106 S 1st St, Pierce, NE 68767, Phone: 402-329-4535
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The City of Pierce is an equal opportunity employer and encourages applications from all qualified individuals.