

Custer Public Power District currently has an opening for an **Engineering Assistant**.

This position will operate out of the Broken Bow, Nebraska Headquarters Office under the direction of the Field Engineer. They will provide assistance to the Field Engineer to ensure customer service and accurate record-keeping.

Primary duties will involve typical office functions, which include operation of the Microsoft Office Suite coupled with the Business System software or any other software package in use. Must have the ability to read, write and understand English well. This position requires concentration, analytical problem solving skills, discretion, initiative and knowledge of company policies and routines.

Other duties will include answering calls and meeting with customers and outside agencies regarding new construction. The ability to communicate with customers both in written word and verbally concerning cost estimates for customer funded new construction is essential. The individual chosen will comply with all safety rules and set a positive example of safe working practices for others. They will be responsible for crew safety and compliance with safe work practices.

A high school diploma or GED is required. Accounting and clerical experience is helpful as the individual chosen will prepare bills for aid-in-construction charges and analyze closed work orders for cost and construction efficiency.

This position is open to employees of Custer Public Power and the general public. Those interested should submit a cover letter outlining your qualifications, a current resume, references and at least one letter of recommendation to Carol Fritzier, Custer Public Power District, PO Box 10, Broken Bow, NE 68822 by 5:00 pm November 9, 2018, however, the position will remain open until filled. A complete job description is available upon request.