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JOB ANNOUNCEMENT

City of Columbia, Missouri, Human Resources Department
P.O. Box 6015, Howard Building, 600 E. Broadway
Columbia, Missouri 65205
Voice: 573.874.7235 TTY: 711 (MO RELAY) Fax: 573.874.7736
Web Site: gocomojobs.com

Position Title: Apprentice NERC Certified System Operator - W&L

Department: Utilities

Division: ELECTRIC PRODUCTION

FLSA Status: Non-Exempt

Union Code/Affiliation: W&L Association

Starting Salary: \$66,144-\$81,390-\$96,616 - Min-Mid-Max - Commensurate on knowledge and skills

Job Code: 02630

Application Deadline: 06/24/2026

Number of Positions Available: 1

Hours:

0600-1800 and 1800-0600

Rotating shifts of Days/Nights

Weekends and Holidays Required

Special Instructions to Applicants:

Job Description (This job description/posting in no way states or implies that these are the only duties to be performed by the employee occupying this position.)

The purpose of this job is to learn from and assist the NERC Certified System Operator in the operation of the City of Columbia's Bulk Electric System transmission and distribution elements.

Essential Functions:

Prepares for certification exam using online web training modules, handouts, and books.

Studies with independent operators to increase knowledge and information retention.

Regular attendance is a necessary and essential function.

Performs other duties as assigned.

Education and Experience (An equivalent combination of education, training & experience will be considered):

Education and Experience

High School diploma or equivalent.

3 to 5 years of experience related to bulk electric system generation, transmission, and/or distribution activities.

Licenses or Certifications

Must obtain NERC System Operator Reliability Authority (RA) or Balancing, Interchange, and Transmission Operator (BITO) certification within one year of hire.

Must successfully complete the Reliability Related Job Task List within two years of hire.

Knowledge, Skills & Abilities:

Knowledge of:

Methods, tools, materials, and equipment used with electrical generation, transmission, and distribution work.

Principles, practices, and methods of electrical generation, transmission, and distribution work.

General office practices and administrative procedures, records management, and administration techniques and procedures.

Common business software applications such as Microsoft Office.

Skill in:

Applying active listening and asking questions for understanding.

Organization and time management.

Developing and maintaining effective working relationships.

Navigating stressful situations and making decisions with incomplete and sometimes inaccurate information.

Ability to:

Work independently and retain information.

Follow written and verbal instructions.

Maintain attention to detail and focus on tasks for extended periods of time during rotating day and night 12-hour shifts

Regularly use a computer, software, phone, and related office equipment.

Recognize, analyze, and solve a variety of problems

Supervision Exercised:

Job has no responsibility for the direction or supervision of others.

Individuals needing accommodation to apply may call 573.874.CITY (2489)

TTY: 711 (MO RELAY)

THE CITY OF COLUMBIA IS A MERIT, AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER: MALE / FEMALE

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING

The City of Columbia participates in the federal [E-Verify work authorization program](#)