

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

SOLID WASTE STUDENT INTERN (PS101112)
MUST BE CURRENTLY ENROLLED IN COLLEGE TO APPLY!

DEPARTMENT: BCWS – SOLID WASTE

JOB SUMMARY/ESSENTIAL FUNCTIONS: **This position will not exceed twenty-nine (29) hours per week.** This position is responsible for assisting the Recycling Coordinator with the Recycling Education Programs and Litter Abatement Programs in Berkeley County. This position will defer to the duties and/or tasks assigned by the Recycling Coordinator, Solid Waste Superintendent, or Environmental Coordinator. Set Events for the Year: including but not limited to; Beach Sweep/River Sweep, Charleston Green Fair, Family Fun Day at Santee Canal Park, Tractor Show, Francis Marion Forest Clean-up, Adopt A Highway (AAH) Banquet, Kids Who Care Nature Scope, community Events, visiting schools, guest speaker for groups such as civic clubs, churches, scouts etc. Assisting with phones regarding all Solid Waste areas, filing, keeping AAH files current. Assist in Landfill Gas Collection System (LFGCCS) while balancing, weekly checklists, down-loading and analyzing data associated with LFGCCS. Assist in borrow pit inspections, surveying, and all calculations associated with these tasks. Also assist in QA/QC for any capital improvement projects that may be on-going such as pump station and/or final class III cap installation. Aid in management of Capital Improvement Projects. Inspect and work to educate the public at Satellite Recycling Centers Educate and work with public at the manned Convenience Centers. Assist with load screens, inspection, and data entry. Assist in the inspections of the groundwater wells, and assist with the QA/QC of the Annual and Semi-Annual Groundwater Monitoring Reports. Assist with the quarterly sampling and reporting of the five outfall locations around the site. Assist with updating tracking spreadsheet. Assist with maintaining compliance of air quality reporting. Assist with the "Weekly Erosion Control Inspection". Perform other duties as assigned.

QUALIFICATIONS:

Must be currently enrolled in a college with a preferred major in a science or engineering related field and a minimum of 30 semester credit hours completed.

Must be at least eighteen (18) years of age.

Data Entry/Basic Skills score **61** is required for this position. Word test score of **28** is required for this position. Excel test score of **23** is required for this position.

Skilled in the use of general office equipment.

Must be able to exercise tact and courtesy in dealing with business and industry officials and the general public.

Must be able to exercise independent judgment and initiative in monitoring existing recycling efforts, and develop enhancements as necessary.

Must be knowledgeable and proficient in public speaking and making presentations.

Valid driver's license for South Carolina. Must have safe driving record.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to 40 (forty) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK:

This position is classified as non-exempt and reports directly to the Recycling Coordinator. This position will not exceed twenty-nine (29) hours per week. Work hours vary depending on the needs of the department. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Solid Waste Student Intern
Entry Level Hourly Pay Rate: \$11.00 per hour

Date of Posting: 05/29/2015
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.