

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

SKILLED TECHNICIAN 1 – (PS101132)

DEPARTMENT: AIRPORT SERVICES

JOB SUMMARY/ESSENTIAL FUNCTIONS: Monitor daily airport activities to ensure/enforce compliance with airport guidelines, operating rules, and standards. Perform daily inspections of the facilities including the terminal, hangars, fueling area, and grounds. Inspects fuel shipments at time of delivery and inspects the fuel storage facility for quality control purposes. Maintain records on fuel deliveries and facility inspections as well as on fuel orders received. Provide refueling services for aircraft which will require the lifting and/or moving of fuel hoses and climbing to reach the fueling points on various aircraft. Inspects airport facilities, storage areas and leaseholds for conformance with departmental rules, lease agreements, County, Federal and FAA regulations. Operate a “tug” to tow aircraft to various locations on airport grounds. Monitor the Unicom radio and provides airport advisories to inbound pilots. Complete daily sales paperwork and ensures submission to finance department. Greet visitors who arrive at the airport and coordinate rental car deliveries as needed. Transport visitors to rental location as needed. Answer questions and provide information and/or materials regarding flight training, local attractions, and directions. Perform cleaning and general maintenance in the terminal and other buildings. Perform all other duties necessary for the efficient operation of the airport. Perform other duties as assigned.

QUALIFICATIONS:

Must be at least (18) years of age.

High school graduate or equivalent, or two (2) year related experience. Aircraft experience highly preferred.

Valid driver’s license for South Carolina. Must have Safe driving record.

Basic computer knowledge and utilization skills preferred.

Ability to read and write.

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; is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to fifty (50) 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. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Skilled Tech 6 – Airport Manager. Airport is open seven (7) days a week. Normal working hours are 8:00am – 6:00pm. ***Must be available to work other times as needed which includes holidays and weekends.*** Must be able to respond to after hour call-outs and airport emergencies as needed. 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.

Skilled Technician 1 - Grade C16

Entry Level Bi-Weekly Pay Range: \$979.71 – \$1,123.67

Date of Posting: 07/28/2015

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.