

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**CONVENIENCE CENTER OPERATOR (PS101208)**

**THIS POSITION IS REQUIRED TO WORK 40 HOURS PER WEEK**

**DEPARTMENT: BCWS – SOLID WASTE COLLECTIONS**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** This position will potentially work at nine different convenience centers throughout Berkeley County, and on weekdays, weekends, Sundays' and holidays. Hours and location will be assigned at the discretion of the Crew Coordinator. Require cleaning office and maintenance of convenience center grounds. Perform grass cutting using both push and riding lawnmower, trim weeds and shrubs using both manual and power trimmers, sweep, and rake. Maintain litter control of buildings as directed. Assist in regularly scheduled lubrication and preventive maintenance and minor repair of manual and powered equipment as needed to include powered MSW compactor, mowers, and other tools, vehicles, and machinery assigned to the site. Assist and direct residents where they may dispose of their waste and/or debris. Perform other duties as assigned.

**QUALIFICATIONS:**

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

High school graduate or equivalent and one (1) year experience in dealing with the public.

Must be able to present a positive cooperative attitude when dealing with the residents of Berkeley County.

Must be able to cooperate with co-workers and contractors as well as surrounding landowners.

Must be a self-starter, motivated, and be able to work with limited or no supervision.

Must be able to follow oral and written instructions and organize, plan and execute these instructions through the use of personnel assigned.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

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 sixty-five (65) 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:**

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:**

**This position is classified as non-exempt and reports directly to the Solid Waste Crew Coordinator.** Employees assigned to work at the Landfill are **required to work forty (40) hours per week**, on a rotating work schedule. Normal working hours are Monday through Saturday 7:00am to 7:00pm; and Sunday 3:00pm to 7:00pm. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours, weekends 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](http://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.

**Convenience Center Operator – Grade C10  
Entry Base Level Bi-Weekly Pay Range: \$908.80 - \$1045.12**

**Date of Posting: 11/02/2015  
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.***