

**Berkeley County Government**

**JOB OPENING - EXTERNAL POSTING**

**MAINTENANCE SERVICE TECHNICIAN 3 / SMALL EQUIPMENT HELPER (PS101203)**

**DEPARTMENT: ROADS AND BRIDGES**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Assist the small equipment technician in performing routine repairs and preventative maintenance for the purpose of ensuring the ongoing functioning of small tools and equipment, such as weed eaters, chain saws, blowers, mowers, edgers, trimmers, etc. Diagnoses and repair problems to include cleaning, sharpening, lubricating and replacing parts on a variety of motorized equipment for the purpose of operating correctly and safely. Maintain accurate records and logs of all work performed. May perform related work for other County departments. Perform other related duties as assigned.

**QUALIFICATIONS:**

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

High school graduation or equivalent and one (1) years related experience in maintaining equipment. Classes completed in the repair or maintenance of small engines preferred.

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

Ability to use pneumatic power tools and general mechanic tools.

Ability to read and write. Computer skills desired. Reports may be done in Microsoft Word and Excel.

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 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 ninety-five (95) 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 and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

Thirty-seven and one half (37.5) hours per week. Monday through Thursday from 6:30 a.m. until 4:30 p.m. This position reports directly to Small Equipment Technician. 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](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.

**Maintenance Service Tech 3 – C10**

**Entry Base Level Bi-Weekly Pay Range: \$851.93 -979.71**

**Date of Posting: 10/26/2015**

**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.**