

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

SKILLED TECH 2 – GENERAL MAINTENANCE (PS101393)

DEPARTMENT: FACILITIES AND GROUNDS

JOB SUMMARY/ESSENTIAL FUNCTIONS: Under limited supervision, performs skilled tasks, troubleshoots, and makes repairs in commercial and residential type buildings operated by Berkeley County Government according to standard practices of the electrical trade. Assists with general and preventative maintenance on HVAC & Mechanical type systems. Performs moderate skilled maintenance duties in the carpentry trade including, but not limited to construction, renovations and remodeling in County facilities. Performs other duties including assembly of office furniture and cabinetry and replacement of building hardware, such as locks, doors and windows. Other duties may include installing and wiring fixtures, changing light bulbs and ballasts, reading electrical instruments, tracing wiring short circuits, pulling wiring through conduit, and repairing defective or worn parts and equipment. Assists with repairs and replaces plumbing fixtures. Reads and interprets sketches, diagrams, and blueprints. May assist staff in other trades as needed. Performs other duties as assigned.

QUALIFICATIONS:

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

High school graduation or equivalent and three (3) years related general experience in the electrical, plumbing, HVAC, carpentry trade areas.

Candidates with commercial experience preferred.

Ability to read and write.

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

Departmental testing may be administered during interview.

Completed degree(s) beneficial to 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 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.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Skilled Technician 6 – Lead HVAC. Thirty-seven and one half (37.5) hours per week. Normal work hours are 7:00 a.m. to 3:00 p.m. Monday through Friday. **This position requires “on-call” status on a rotating basis as well as after hours and weekends on an emergency basis.** 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.

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.

**Skilled Technician 2 (General Maint.) - Grade C20
Entry Level Bi-Weekly Pay Range: \$1064.91 - \$1224.64**

**Date of Posting: 10/12/2016
Closing Date: Subject to close at any time.**

**APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.
THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED.
INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED.**