

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**SKILLED TECHNICIAN 3 – INSPECTOR ASSISTANT (PS101411)**

**DEPARTMENT: ROADS AND BRIDGES**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Assist Encroachment/Inspector Supervisor in performing inspections of County roads and drainage systems and in handling all aspects of encroachment permits. Assist the Roads & Bridges safety officer as needed and may help with coordinating training for department. Assist in the oversight of the Herbicide Program. Maintain records of work requests, field work, and maintenance performed. Assist with project coordination and work orders between internal department staff, other County departments, outside agencies, contractors, property owners and utilities. Assist in assigning staff members to the appropriate project groups, inspects projects and ensures work performed in a safe and efficient manner. Assist residents with questions, complaints and requests for service. Assist with inventory data on County maintained roads and drainage systems. Assist in performing research in the Register of Deeds. May assist in planning and budgeting roadway and drainage improvement projects throughout the County. Perform other duties as assigned.

**QUALIFICATIONS:**

High school graduation or equivalent and a minimum of (4) years related experience. One (1) year supervisory experience preferred.

South Carolina Pesticide Applicator Certification for noncommercial use (Category 5 & 6) preferred.

Must have and maintain a valid driver's license for South Carolina with a safe driving record. Commercial Driver's License desired.

Knowledge of Microsoft Excel and Word.

Ability to read and write. Strong mathematical skills preferred.

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 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:**

**This position is classified as non-exempt and reports directly to the Encroachment/Inspector Supervisor.** Thirty-seven and one half (37.5) hours per week. Tuesday through Friday from 6:30 a.m. until 4:30 p.m. 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. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Skilled Tech 3 – Grade: C24**

**Entry Level Bi-Weekly Pay Range: \$1,150.10 - \$1,322.61**

**Date of Posting: 12/05/2016**

**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.***