

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

MAINTENANCE SERVICE TECH – PART TIME (PS101485)

DEPARTMENT: AIRPORT

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. Operate a “tug” to tow aircraft to various locations on airport grounds. Monitor the Unicom radio and provides airport advisories to inbound pilots. Greet visitors who arrive at the airport and coordinate rental car deliveries as needed. Transport visitors to rental location as needed. Answer questions and provides information and/or materials regarding flight training, local attractions, and directions. Perform cleaning and general maintenance in the terminal and other buildings. Perform other duties as assigned.

QUALIFICATIONS:

Must be at least (18) years of age.

High school graduate or equivalent, and one (1) year related experience. Aircraft experience highly preferred.

Must have and maintain a valid driver’s license for South Carolina with a 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.

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 and alcohol 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 Airport Manager. Will not exceed twenty-nine (29) hours per week. *Must be available to work at 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. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Maintenance Service Tech (Part Time) - Grade C10

Entry Level Hourly Rate of Pay: \$11.36 - \$13.06

Date of Posting: 03/03/2017

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.