

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

ENGINEERING FIELD COORDINATOR (PS101554)

DEPARTMENT: ENGINEERING

JOB SUMMARY/ESSENTIAL FUNCTIONS: Manage inspection activities of engineering technicians. Coordinate projects with staff engineers, project engineers, County maintenance personnel and other County departments and government agencies. Maintain records of inspection, maintenance and/or for enforcement actions for all projects under construction and post construction projects. Manage warranty and closeout process and document for roadway and drainage construction to be accepted by the County. Perform construction, post construction and warranty inspection for compliance with regulations, standards and approved plans and prepare inspection reports. Assist in the implementation of the County's MS4 Stormwater Management Program. Investigate citizen complaints concerning conditions of roadways, stormwater systems, illicit discharge, etc. and prepare reports. Maintain and update County's stormwater outfall and system inventory database. Collect field GPS data of stormwater outfalls and systems. Perform other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree in Civil Engineering or closely related field and five (5) years related experience or equivalent combination of education and experience required.

Personal computer experience required including advanced knowledge of Word, Excel and a commonly accepted engineering application. GIS experience preferred.

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

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; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to forty (40) 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 and alcohol 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 exempt and reports directly to the County Engineer. Normal work schedule is thirty-seven and one half (37.5) hours per week. Must be able to attend evening County Council, Planning Commission and other group meetings 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 as project schedules demand or 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.

Engineering Field Coordinator – Grade 122
Entry Level Bi-Weekly Pay Range: \$1953.81 - \$2246.88

Date of Posting: 06/22/2017
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.