

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**MECHANIC (PS101583)**

**DEPARTMENT: BCWS – BUILDING & FLEET MAINTENANCE**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Perform a complex level of skilled craft duties in the area of automotive mechanical repair. Perform preventative maintenance and repairs on automobiles, dump trucks, light construction equipment and various agricultural equipment. Use state of the art test equipment to diagnose and repair gasoline/diesel engines as well as electrical and hydraulic systems. Remove, repair and replace major components as necessary. Assist other technicians and mechanics as needed. Perform other duties as assigned.

**QUALIFICATIONS:**

High School graduate or equivalent.

Experience working in dealerships preferred.

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

Must have computer skills and the ability to utilize an electronic work order system.

Demonstrate ability to operate electronic and diagnostic software and equipment from various manufacturers.

Must be able to follow oral and written instructions, and be able to write legible and descriptive reports on duties performed.

Familiarity with common maintenance shop safety practices.

Must be able to work on emergency repairs and services unsupervised.

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.

**MECHANIC:**

Must have or be able to obtain Commercial Driver's License (**Class B**) for South Carolina within 6 months of employment.

Minimum of two (2) years of related automotive experience required.

**SENIOR MECHANIC:**

Must have and maintain a valid Commercial Driver's License (**Class A**) for South Carolina with a safe driving record.

Minimum of six (6) years related automotive experience required.

Supervisory skills/experience preferred.

ASE Certifications highly desired.

**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 or 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.

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random 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 Maintenance Shop Foreman.** Thirty-seven and one half (37.5) hours per week; Monday through Friday from 7:00 a.m. until 3:00 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 this position, please login to your Employee Online (EO) account to apply online. You can access EO via BIC or through our external website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) under the "Employees" tab and select the "Employee Online" link. For any questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the Libraries to apply online.

**Mechanic – Grade: 110**

**Entry Level Bi-Weekly Pay Range: \$1063.23 - \$1222.72**

**Senior Mechanic – Grade: 116**

**Entry Level Bi-Weekly Pay Range: \$1411.27 - \$1622.96**

**Date of Posting: 08/10/2017**

**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.***