

Position: Trades Specialist V

Company: Department of Transportation

Location: Charleston County, SC

\$31,805-\$58,848/yr.

Performs skilled duties as auto shop foreman. Supervises subordinate employees in the performance of various complex automotive repairs and vehicle maintenance. Performs expert-level duties as is a working supervisor. Plans, organizes, administers, and monitors the Preventive Maintenance Program of equipment assigned to District 6 and the Charleston Maintenance Shop. Supervises and participates in repairs to electrical and hydraulic systems, welding and fabrication, repairs to pneumatic systems, small equipment including chain saws and weed eaters, body work related to accidents and wear and tear, glass replacements, repairs to tires, field service calls including towing/wrecker services, A/C repairs, and utilization of diagnostic equipment to diagnose equipment failures. Supervises, participates in, and approves the purchasing of parts and supplies for use in the maintenance and repair of state-owned equipment through the use of the agency's Procurement Card and the SCEIS system. Oversees the procurement of inventory items. Negotiates contractual agreements in accordance with the Procurement Policy and Procedures. Interviews potential vendors. Investigates and/or recommends corrective action in reference to damaged SCDOT or private property. Works in computer systems including SWIPS, ECS, HMMS, Microsoft Office (Word, Excel, Access and Outlook), and Mitchell's On-Demand labor guide when reviewing service tickets and labor charges. Oversees the Supply Specialist in receiving, storing, issuing, and requisitioning supplies and equipment including inventory items. Oversees the basic functioning of the office. Maintains the building and grounds of the shop area. Plans, organizes, participates in, and oversees contract maintenance on generators, pump stations, fuel systems (gas house), oil changes, car washes, acetylene/welding, wrecker/towing services, and mechanical repairs performed by vendors. Plans, organizes, participates in and oversees the waste management program including car wash areas, oil/water separators, parts washers, oil disposal, rag disposal, and scrap metal disposal. Plans, organizes, and oversees safety and environmental issues of the shop. Performs inspections and maintains underground storage tanks and equipment related to the fuel system. Plans, organizes, and trains the proper use of shop equipment and repair procedures. Plans, organizes and trains equipment operators in the proper use of new and existing road equipment including

tailgate spreaders, crash attenuators, loader/backhoes and tractor/mower combos. Performs other related duties as assigned by supervisor.

Must have a high school diploma and 9.5 years of related trades' experience; or an approved acceptable equivalence in accordance with State Human Resources Regulations. A Class A Commercial Driver's License (CDL) is required within 6 months of placement in the position.

(Note): This position requires a valid Class A Commercial Driver's License. However, applicants without a Class A Commercial Driver's License will be considered if no qualified applicants with a Class A Commercial Driver's License are available. **Class A Commercial Driver's License must be attained within six months of placement in the position.**

Apply online at jobs.sc.gov

Position: Trades Specialist III

Company: Department of Transportation

Location: Beaufort, SC

\$21,484-\$39,754/yr.

Under close supervision assists skilled trades' workers performing repairs and maintenance on State roadways. May perform maintenance tasks requiring a limited degree of professional skill. Operates motor graders in ditching, grading, and machining roads, driveway installation or snow and ice removal. Operates a low boy to transport heavy motorized equipment. Operates a combination front-end loader and backhoe to clean out drainage ditches and to install sideline and cross line pipe. Sets up traffic control according to SCMUTCD Standards warning motorists of road work ahead and to protect workers, the general public, and equipment. Assumes foreman's duties and responsibilities in his absence. Operates a tandem or 5-yard dump truck for hauling materials to and from work sites. Serves as a crew leader performing various duties within the county including patching roadway surfaces, clearing ditches and manual labor. Assists in emergencies including inclement weather, snow and ice, or hazardous road conditions and accidents. Performs other related job duties as requested or assigned by supervisor. Produces daily records of work performed and materials used and maintenance requests and complaint forms in HMMS software systems.

Must have a 10th grade education and 3.5 years of related trades' experience; or an approved acceptable equivalence in accordance with State Human Resources Regulations. A valid Class A Commercial Driver's License (CDL). (Note): This position requires a valid Class A Commercial

Driver's License. However, applicants without a Class A Commercial Driver's License will be considered if no qualified applicants with a Class A Commercial Driver's License are available. **Class A Commercial Driver's License must be attained within six months of placement in the position.**

Apply online at jobs.sc.gov

Position: Pharmacy Technician Trainee

Company: CVS Caremark

Location: Port Royal, SC

Work as part of the Pharmacy Team to ensure that each customer has a positive shopping experience at CVS and to ensure customer satisfaction by serving each customer according to our company Values.

The Pharmacy Technician Trainee is a training position where you can move to a Pharmacy Technician upon successful completion of CVS Pharmacy Technician Training Program and per local state pharmacy guidelines.

Please note in select markets the collective bargaining agreement rules regarding the Pharmacy Technician would apply.

- Must be at least 16 years of age
- Licensure requirements vary by state
- Must have the ability to perform the following tasks:

Customer Service

- Greet each customer in a courteous and professional manner
- Assist all pharmacy and front store customers with their questions and concerns
- Request additional help when needed to maximize customer satisfaction
- Maintain customer/patient confidentiality according to HIPAA and company standards
- Answer telephone with appropriate greeting

Operations

- Comply with all federal and state laws, rules and regulations
- Comply with CVS policy and procedures at all times
- Adhere to CVS workflow and ensure quality assurance standards are maintained at all times
- Maintain prescription prioritization throughout prescription processing

- Process prescriptions
- Including translation of SIG codes, product selection, counting and measuring drugs, capping and uncapping vials and bottles
- Labeling of prescriptions
- Resolve Third Party rejections and complete any manual claim forms
- Perform all register transactions, in adherence of CVS policy and procedures
- This includes cash, check and charge transactions
- Bag merchandise upon completion of sale
- Perform all prescription pick-up procedures, in adherence of CVS policy and procedures; Complete Prescription Pick-Up Log, validate customer address, Make the Offer to Counsel and direct customer to Pharmacist or Intern (if applicable)
- Communicate with all healthcare professionals when permissible and according to state law
- Retrieve and file prescriptions appropriately according to State and Federal Law
- Participate in all required store operational meetings
- Maintain a clean, organized and professional pharmacy department, according to CVS standards
- Access, input and retrieve information to/from the computer
- Stand for extended periods of time
- Assist front store operations when needed

Inventory Management

- Maintain in-stock by ensuring all inventory management policies and procedures are followed
- Utilize appropriate report(s) to maintain replenishment
- Pull outdated, damaged and recalled merchandise and prepare for return
- Assist with putting away drug orders (except CIIs) as permitted by law

Human Resources

- Support scheduling activities according to the needs of the business and workflow model
- Complete all required training programs
- Communicate with field management and corporate any required reporting

Preferred Qualifications

- Previous retail experience

Education

- High school diploma or equivalent preferred

Apply online at www.indeed.com

Position: Front Desk

Company: HD Companies

Hotel Experience REQUIRED. Performs a variety of guest service activities in an exceptionally friendly, professional, and efficient manner commensurate with the demands of a world-class hotel. Registers guests, assigns rooms, settles guest accounts, and coordinates with other departments to satisfy guest requests. The position is challenging, varied and offers the opportunity to work flexible hours and meet many new people.

You are applying at the following locations:

- Sleep Inn

Apply online at www.indeed.com

Position: Front Desk Agent

Company: Hilton Head Oceanfront Resort

Location: Hilton Head Island, SC

Front Desk Agents are responsible for providing a five-star welcome and departure experience to each guest, as well as, serving as ambassadors throughout the guest's stay. Front Desk Agents make the first impression upon our guests by extending a warm welcome, providing information about the hotel and local area, and offering our full range of upscale hotel amenities and services to them. Front Desk Agents are also responsible for settling guest accounts upon check-out, resolving guest issues and completing special requests. They work closely with all hotel departments especially our Concierge, Bell-Door and Ideal Services teams.

Responsibilities:

- Process guest check-ins and check-outs according to Omni's Moments of Service and Standard Operating Procedures
- Empathetically listen to guest inquiries and provide appropriate responses
- Set up accurate accounts for each guest checking in according to their preferences (room type, payment, etc.)
- Block rooms in the computer and follow through on designated requirements
- Pre-register designated guests and prepares key packets

- Communicate pertinent guest information to designated departments/personnel (i.e., special requests, amenity delivery)
- Maintain confidentiality of all guests and hotel information
- Employ attention to detail in order to ensure security of guest room access.
- Understand and execute all Omni accounting standards ensuring accurate settlement of folios, routing of charges and adjustments
- Maintain guest history files on all guests
- Accommodate room changes expediently
- Document all guest requests, complaints or problems immediately and notify designated department/personnel for resolving the situation. Follow up to ensure completion and guest satisfaction
- Issue safe deposit boxes to guests and ensure security of key
- Monitor, send and distribute guest faxes
- Generate, print and distribute daily and weekly reports
- Resolve discrepancies on the room status report with Housekeeping
- Maintain complete knowledge at all times of all hotel features/services, hours of operation, room types, numbers, layout, decor, appointments and locations, room rates, special packages and promotions.

Job Requirements

- Ability to clearly and pleasantly communicate both verbally and in writing in English with guests, management and co-workers, both in person and by telephone
- Ability to accurately and efficiently input information into computer systems
- Ability to work cohesively with co-workers both within and outside of your department
- Ability to compute accurate mathematical calculations
- Ability to think clearly, quickly and make concise decisions
- Ability to prioritize, organize and follow up
- Ability to work well under pressure, dealing with many arrivals and departures within a short period of time
- Previous customer service experience
- Previous hotel front desk experience is strongly preferred
- Previous cashiering experience is preferred

- Fluency in a foreign language is preferred
- Previous guest relations training is preferred

Apply online at www.indeed.com

Position: Internship—Receptionist, Secretary, Runner, Paralegal

Company: E. John Daugs

Our firm is in search of an intern to help out around the office. This internship will turn into a paying position if we find the right person.

You can check out our firm at www.daugslaw.net

Email your resume to daugsparalegal@gmail.com

Position: Administrative Specialist II

Company: Department of Social Services

Location: Beaufort County, SC

\$21,484-\$39,754/yr.

SPECIAL NOTICE: THIS IS A TEMPORARY GRANT POSITION.

Performs a variety of administrative and advanced secretarial duties for the Intensive Foster Care & Clinical Services (IFCCS) Regional Office. Screens phone calls and responds to request for information while maintaining client confidentiality.

Under limited supervision, independently performs a variety of advanced secretarial or administrative duties. Make independent decisions regarding information and materials or procedures and assists supervisory personnel.

1. Receives telephone and personal callers; screens and refers them appropriately; assists with communication process in the office; opens and sorts daily mail; faxes daily various documents and contract paperwork to appropriate locations.

2. Types and proofs material from handwritten draft or tape for (IFCCS) staff; types and processes treatment plans, case closure and various correspondence and other typing duties as assigned.

3. Prepares supplemental reports for Foster Care Review Board (FCRB) and Judicial Review packets and forwards letters to identified individuals.

4. Responsible for state cars receiving timely maintenance; submitting mileage logs to State Office by identified timeframes and responsible for ensuring state cars are cleaned monthly.

5. Greets and directs all visitors to appropriate locations within the office and assist the special needs population with identifying services and accommodations within and outside the office.

6. To ensure that Personal Identifying Information (PII) is properly used, accessed, gathered, shared and disposed. To protect the agency networks and applications by safeguarding systems, equipment and data.

7. Performs other related job duties as required.

NOTE: You must have the knowledge to operate computer, typewriter, printer, and fax and telephone system.

NOTE: You must have a valid Driver's License, and have access to and be able to operate a motor vehicle.

NOTE: APPLICANTS SELECTED FOR AN INTERVIEW MUST PROVIDE A CERTIFIED OFFICIAL COLLEGE TRANSCRIPT IF APPLICABLE FOR POSITION.

Minimum and Additional Requirements:

SPECIAL NOTICE: THIS IS A TEMPORARY GRANT POSITION.

STATE OF THE SOUTH CAROLINA MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A High School Diploma or GED.

(NOTE: ADDITIONAL REQUIREMENTS MAY BE APPLICABLE FOR INDIVIDUAL POSITIONS IN THE EMPLOYING AGENCY.)

ADDITIONAL REQUIREMENTS:

An Associate's Degree.

A High School Diploma and two (2) years of clerical experience.

Selected positions may require the ability to type at a corrected rate of 35 words per minute.

NOTE: If any Additional Requirements are listed above applicants must also meet those Additional Requirements to be considered for the position.

Preferred Qualifications:

SPECIAL NOTICE: THIS IS A TEMPORARY GRANT POSITION.

NOTE: These Preferred Qualifications are desirable, but not mandatory, for applicants to be considered qualified for the position.

* Must be able to perform a variety of advanced secretarial or administrative duties involved in the operation of an office, department or unit; acts as a receptionist, screen phone calls and respond to request for information. While maintaining client confidentiality; performs other related duties, must be able to type.

Additional Comments:

IF YOU HAVE ANY PERIODS OF TIME WHEN YOU WERE NOT EMPLOYED YOU MUST ALSO LIST THOSE PERIODS ON YOUR EMPLOYMENT APPLICATION. A RESUME CAN NOT BE SUBSTITUTED FOR COMPLETING WORK HISTORY AND EDUCATION SECTIONS OF THE EMPLOYMENT APPLICATION. EMPLOYMENT APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT FORWARDED.

Apply online at jobs.sc.gov

Position: Certified Nursing Assistant

Company: Beaufort Memorial Hospital

Location: Beaufort, SC

Under supervision of the Registered Nurse, assists in the delivery of nursing care, through use of the nursing process. Considers patient needs, age and outcomes when assisting with care delivery. Follows the nursing plan of care and reports interventions, changes or relevant observations to the RN.

Minimum Requirements

EDUCATION

High school graduate or equivalent preferred, including ability to read, write and comprehend medical terminology.

EXPERIENCE

Previous experience preferred.

CERTIFICATIONS/LICENSES

Current South Carolina CNA certification. BLS certification required.

Apply online at www.indeed.com

Position: Engineering Coordinator/Administrative Assistant

Company: Montage Hotels & Resorts

Location: Bluffton, SC

PURPOSE OF POSITION:

1. Under direction of Engineering Management, coordinate the day-to-day maintenance and upkeep of the hotel as it pertains to engineering and grounds.

2. Continually support and improve engineering services that effectively address problems affecting both guests and employees.

3. Coordinate the overall administrative needs of the Engineering Department including the scheduling of training courses. Participate in training as directed by Engineering Management. Perform all functions as Departmental Trainer. Set an example of continuous self-development.

4. To be an member of the Engineering Department able to analyze problems and to formulate plans to get work done quickly including procurement of materials, parts, etc., and necessary scheduling arrangements with a high degree of quality.

5. Language Skills - Ability to read and interpret documents such as safety rules (i.e., Lockout Tagout, JSAs), Safety Awareness information (such as MSDS) operating and maintenance instructions and procedure manuals. Ability to write routine reports, logs and correspondence. Ability to speak effectively with customers and to groups of employees.

6. As directed by the Engineering Manager, coordinate repair and maintenance project and building improvements by effectively coordinating all tasks in advance of beginning any project. Utilize all possible resources. Coordinate efforts with engineering and other affected departments. All methods, materials and practices must meet and be in accordance with local codes, specifications, national codes and standard practices. Keep accurate completion and task records in the project files. Materials procurement and coordination of their availability are also critical to the success of your position. Our goal is to cost-effectively maximize the schedule.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES:

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Excellent written and verbal communication skills, fluency in English.

- Exceptional interpersonal skills, ability to effectively communicate with people from very diverse backgrounds and cultures.
- Advanced computer literacy in Microsoft office and Internet navigation.
- Excellent analytic ability, knowledge in research methods and basic statistics to analyze data and formulate conclusions and action steps from results.
- Insightful approaches and methods for screening applicants to assess the fit based on basic job requirements as well as job skills and compatibility with Montage Values.
- Education: High School Certificate plus, two years technical training or two years College or four years' experience.
- Licenses: Have and maintain a valid Driver's License

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential job duties and responsibilities including the following. Other duties may be assigned.

Qualification Requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. This position is directly responsible for daily coordination of the following:

- Scheduling of the work force.
- Preventive maintenance programs.
- Repair and maintenance work orders, including the coordination of CMMS
- Inventories and procurement of parts and supplies.
- Accident prevention and safety training.
- Energy conservation and HLP tracking processes.
- Neatness and cleanliness of the engineering office and all areas under the direct control of the department.
- Proper orientation, training and development of department employees.
- Participate in daily shift turnovers and monthly Engineering department meetings (responsible for taking and transcribing meeting minutes).
- Engineering checkbook processes including purchase order / invoice processing.
- Timesheet review and correction.

2. Coordinate and participate in all preventive and general maintenance programs by:

- Maintaining a room's maintenance tracking system.
- Maintaining tracking data, check sheet and logs.
- Coordinate and scheduling preventive maintenance.
- Coordinate and scheduling corrective maintenance.
- Coordinate and schedule project work.

3. Facilitate the transfer of information regarding priorities, assignments, and problem solving at the various briefing sessions each day.

4. Fire Alarm/Life Safety System - to monitor systems as necessary, to be fully informed of the system operation and to coordinate the required preventive maintenance by third party vendors involving the systems. To have a working knowledge of fire sprinkler and emergency power systems.

5. Energy Conservation - provide usage analysis in support of Capex projects, HLP budget processes. Research ways to conserve energy and report any ideas to the Engineering Management.

6. Emergencies - to be available for any emergencies and act in an engineering capacity to protect our guest and employees, and preserve the building and its systems during the emergency. To act as quickly and responsibly as possible to return the building to its normal operating status. To inform Engineering Management of any such emergencies.

7. Accident Prevention and Safety - to be aware of all existing departmental Job Safety Analysis and strive to work in an accident-free manner and to create a safe work environment for others. To continuously look for conditions which may endanger employees or guests of the hotel and to take immediate action to correct any hazardous conditions found.

8. Records - to read, log, track and interpret readings from meters, gauges and other measuring units. To maintain a thorough log of each day's activities and problems that occur and to ensure this information is passed on to other shifts.

Physical Demands:

- Most work tasks are performed indoors. Temperature generally is moderate and controlled by Resort environmental systems.
- Position requires sitting, walking and giving direction most of the working day; must be able to stand and exert well-paced mobility. Length of time of these tasks may vary from day to day and task to task.

- Must be able to bend, stoop, squat and stretch to move office supplies, set up files and storage.
- Must be able to lift up to 25 lbs. on a regular basis.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with Associates and the public.
- Requires manual dexterity to use and operate all necessary equipment.
- Must have finger dexterity to be able to operate office equipment such as computers, printers, 10-key adding machine, multi-line touch tone phone, filing cabinets, FAX machines, photocopiers, storage dolly and other office equipment as needed.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to risk of electrical shock and vibration.
- The noise level in the work environment is usually moderate.

Other:

Regular attendance is essential to the successful performance of this position. Irregular attendance or improper clocking in and out or working overtime without approval will be subject to disciplinary action, up to and including termination of employment.

Due to the fluctuation in business levels in the hospitality industry, Associates may be required to work varying schedules to reflect the business needs of the Resort. In addition, attendance is required at all scheduled training sessions and meetings.

Upon employment, all employees are required to fully comply with company rules and regulations for the safe and effective operation of the Hotel's facilities. This position may have access to very sensitive and confidential information therefore this position must maintain the integrity of the Hotel by not divulging or sharing confidential documents or information with outside parties or influences. Associates who violate HR Department or Resort rules and regulations will be subject to disciplinary action, up to and including termination of employment.

Grooming:

All employees must maintain a neat, clean and well-groomed appearance per Montage standards.

Apply online at www.indeed.com

Position: Physical Therapist

Company: Supplemental Health Care

Location: Beaufort, SC

Experienced Physical Therapist needed for home health agency in Beaufort, SC! This is a full time Physical Therapy position for a well-established home health agency in Beaufort, SC. Pay will vary based on experience but the right therapist can expect a lucrative hourly rate with drive time and documentation on the clock, as well as mileage reimbursement.

Advantages of this contract Physical Therapist position include:

- **Full time hours at a LUCRATIVE hourly rate
- **CUSTOMIZED BENEFITS packages are available
- **13 week contract with STRONG POSSIBILITY to extend
- **Industry leading EMPLOYEE APPRECIATION programs

The ideal candidate will be a team player with excellent therapy and documentation skills, and will be available to start ASAP. If interested, please contact Heather at hwright@supplementalhealthcare.com, or call Heather at (866)571-2700, AS SOON AS POSSIBLE. We have patients that need to be seen immediately

Position: Medical Technologist

Company: Beaufort Memorial Hospital

Location: Beaufort, SC

The Medical Technologist performs all laboratory procedures in a prompt, accurate, and reliable manner according to established hospital and departmental policies and procedures.

•Minimum Requirements

EDUCATION

Associate in Science or Bachelor of Science degree in medical technology, biology, chemistry, or related science. MT (ASCP) preferred. MT (HEW) and MT (AMT) and MT (CLS) are also acceptable.

EXPERIENCE

Over two years' experience preferred.

CERTIFICATIONS/LICENSES

Certification as medical technologist, ASCP preferred. MT (HEW) and MT (AMT) and MT (CLS) are also acceptable. If not certified on hire, certification must be obtained within 2 years of hire date.

Apply online at www.indeed.com

Position: Certified Nursing Assistant

Location: Hilton Head Island, SC

The Certified Nursing Assistant / CNA is a member of the home care team who works under the supervision of a registered nurse and performs various personal care services as necessary to meet the client's needs. The nursing assistant is responsible for observing clients, reporting these observations and documenting observations and care performed. The Certified Nursing Assistant / CNA will be assigned in a manner that promotes quality, continuity and safety of a client's care.

Position Requirements

Responsibilities:

- Provide client care as directed by the Director of Nursing or registered nurse supervisor.
- Provide personal care including:
 - Bathing
 - Grooming, including oral care
 - Assist the client with dressing and undressing
 - Assist the client with toileting activities
 - Assist in feeding the client
 - Feed clients who are unable to feed themselves
 - Take and record vital signs (temperature, pulse, respirations and blood pressure)
 - Measure and record height and weight
 - Support good skin care to prevent skin breakdown (i.e. turn and reposition client, actively encourage movement)
 - Assist client with active and passive range of motions as defined by the plan of care
 - Provide client with help walking and transferring
 - Observe client's physical, mental and emotional conditions
 - Report any change to the Director of Nursing or nursing supervisor

- Document observed changes
- Measure and document intake and output
- Assist client in the self-administration of medication (medication reminder)
- Perform light housekeeping
- Perform meal preparation and clean up
- Change bed linens and make up the client's bed
- Maintain an orderly client environment.
- Follow principles of infection control and Universal Precautions.
- Identifies and participates in performance improvement activities.
- Provide transport to doctor appointments, outside activities and shopping.
- Participates in client teaching according to the client's plan of care.
- Assist in providing a safe environment and promote quality patient care through adherence to established policies, procedures and standards.
- Ensure client's rights are adhered to. These include but are not limited to:
 - the right to privacy and dignity while care is being provided
 - the right to accept or refuse care
 - the right to confidentiality of their information.
- Respond rapidly and appropriately in an emergency situation
- Use equipment properly and in a safe manner.

Qualifications:

- High school diploma or GED
- Successful completion of a nursing assistant program
- Certification as a CNA
- Minimum of one (1) year of documented experience required.
- Certified in CPR
- Negative TB skin test or chest x-ray
- Licensed driver with automobile that is insured in accordance with the organizations requirements.
- Self-directing with the ability to work with little direct supervision
- Empathy for the needs of the client
- Demonstrate effective oral and written communication skills

- Ability to express spoken and/or written ideas in English
- Treats clients, staff and the public with courtesy, respect and presents a positive public image.
- Works as a team member
- Ensures confidentiality and security of the client's medical information.

Apply online at www.indeed.com

Position: Assistant Superintendent—Equipment Operator III—General Works

Company: Beaufort County Government

Location: Beaufort, SC

\$17.70/hr.

Assists the Superintendent in his supervisory capacity and acts in his absence. Monitors status of work, inspects completed work and troubleshoots problem situations. Serves as lead equipment operator, operating assigned vehicles and equipment in support of public works operations.

MINIMUM REQUIREMENTS:

- Knowledge of horizontal; construction equipment and practices including large tracked excavators.
- Ability to supervise multiple work crews.
- Five years' experience and/or training that includes public works construction projects, project management/coordination, heavy equipment operation, supervision.
- Must possess and maintain valid Class A Commercial Driver's License (CDL) including appropriate endorsements.
- Three year driving history must be submitted with application. Official driving history available from the Department of Motor Vehicles.
- Ability to utilize a computer in performance of duties.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

Beaufort County has various facilities within the county, and many departments have multiple offices to serve our citizens. Management reserves the right to transfer employees from one

location to another within the county at any time based on business need. Employees will be given as much notice as possible prior to a change in work location.

Apply online at www.bcgov.net

Position: Caregiver Relief Program Coordinator—Disabilities & Special Needs

Company: Beaufort County Government

Location: Beaufort, SC

\$13.35/hr.

Coordinates the Caregiver Relief Program known as BREAKERS at CLEAR WATER WAY. This is a grant funded full time position that will be renewed if the grant is funded for additional years. Coordinator will organize a group respite program for adults and children with developmental disabilities, plan activities, work with consumers, supervise the direct care staff, and arrange work schedules and transportation.

MINIMUM REQUIREMENTS:

- High school diploma or certified equivalent. Some college preferred.
- Diverse work background.
- Adequate qualifications and experience to supervise performance of others.
- Two years' experience working with adults with mental retardation, autism and related disabilities preferably in rehabilitative pre-vocational or vocational service delivery.
- Two years supervisory experience.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. EOE.

Apply online at www.bcgov.net

Position: Correctional Officer—Trainee

Company: Beaufort County Government

Location: Beaufort, SC

\$14.07/hr.

Will be responsible for performing correctional duties involving the care, custody, and control of inmates at the Beaufort County Detention Center.

MINIMUM REQUIREMENTS:

- High school diploma or GED
- College degree, military experience or law enforcement experience preferred
- Must be at least 21 yrs. of age, a U.S. Citizen, able to pass a physical examination, have a satisfactory credit history
- Must possess a valid driver's license with no DUI convictions within the past five years.
- No prior criminal domestic violence convictions, felonies, or any crime of moral turpitude
- Required to work any hours, days or shift, including holidays and weekends
- Bilingual preferred.
- Must pass an extensive background check to include criminal history and credit history.
- Additional insert with application and prescreening required. The insert is available at www.bcgov.net or at Employee Services, 100 Ribaut Road, Beaufort, SC. Applicants being considered for the position will be contacted to schedule the prescreening.
- Employment will remain contingent upon successfully completing training at the SC Criminal Justice Academy and passing a physical examination prior to attending the academy.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

Apply online at www.bcgov.net

Position: Electrical Technician

Company: Beaufort County Government

Location: Beaufort, SC

\$19.00/hr.

Responsible for the installation, repair and preventive maintenance of the County's electrical systems, fixtures, controls and equipment. Ensures that all electrical systems repair and maintenance activities are in compliance with all applicable codes, laws, regulations and specifications.

MINIMUM REQUIREMENTS:

- Must possess and maintain valid Beaufort County electrician's license.
- Vocational/technical training in electrical systems and industrial electrical maintenance.
- Three (3) years' experience and/or training that includes installation, repair and maintenance of commercial electrical systems/equipment and general building maintenance
- Must possess and maintain valid driver's license
- Basic communication, comprehension and math skills required
- High school or GED

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

Apply online at www.bcgov.net

Position: EMT/Paramedic

Company: Beaufort County Government

Location: Beaufort, SC

Full Time & Part Time - Basic, Intermediate and Paramedic: Responsible for responding to emergency calls and providing efficient and immediate care to the ill and injured. Will also provide care to patients at the scene and during transport to a medical facility.

MINIMUM REQUIREMENTS:

- Basic: Must have successfully completed the required basic EMT Basic course and be state certified. Also requires CPR certification (Basic Life Support).
- Intermediate: Must have successfully completed the EMT Intermediate course, be state certified and have one year of related experience; national registration preferred. Also requires CPR certification (Basic Life Support).
- Paramedic: Must have successfully completed the EMT Paramedic course, be state certified and have one year of related experience; national registration preferred. Also requires CPR certification (Basic Life Support) and Advanced Cardiac Life Support certification (ACLS).

- **IMPORTANT:** Submit a copy of your state and national registry certification card and your driver's license with application. Applications submitted without these items will not be considered.

SALARY: EMT/Basic: \$11.69 hr.
EMT/Intermediate: \$12.19 hr.
EMT/Paramedic: \$13.69 hr.
(Based on 24 hour shifts)

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. EOE.

Apply online at www.bcgov.net

Position: HVAC Technician—Facilities Maintenance

Company: Beaufort County Government

Location: Beaufort, SC

\$19.00/hr.

Responsible for the installation, repair and preventive maintenance on all types of heating and air conditioning systems. This covers reciprocating systems to 110 tons as well as all types of high and low temperature reach-in and walk-in coolers and window air conditioners. Installs, repairs and maintains gas furnaces, heat pumps for Facilities Management.

MINIMUM REQUIREMENTS:

- Must possess and maintain valid Environmental Protection Agency (EPA) Chloro Fluoro Carbons (CFC) Technician certification for recovery of refrigerant
- Vocational/technical training in refrigeration and heating, ventilation and air conditioning (HVAC) systems maintenance
- Three (3) years' experience and/or training that includes installation, repair and maintenance of HVAC/refrigeration systems/equipment and general building maintenance
- Must be familiar with energy management control systems
- Must possess and maintain valid driver's license
- Basic communication, comprehension and math skills required

- High school or GED

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Apply online at www.bcgov.net

Position: Judicial Clerk—Clerk of Court

Company: Beaufort County Government

Location: Beaufort, SC

\$12.62/hr.

Performs clerical court functions including but not limited to assisting the public, filing court documents, distributing mail, posting bonds, answering phones, data entry, and collecting fees. Assists other office staff as needed.

MINIMUM REQUIREMENTS:

- High School diploma or GED; supplemented by some business or paralegal course work and one year of responsible clerical experience or any equivalent combination of education, training, and experience which provides the requisite skills for the position.
- Ability to work well with others
- Excellent communication skills
- Typing/computer experience
- Organization and public relations skills
- Registered voter in order to become a notary as required

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Apply online at www.bcgov.net

Position: Judicial Technician—Magistrate's Office

Company: Beaufort County Government

Location: Beaufort, SC

\$12.87/hr.

Performs clerical and customer service functions associated with court operations and/or legal office operations, including typing various documents and reports, assisting the public, and entering information into computer systems.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent; Associate's Degree preferred
- Three years of clerical experience, legal background preferred
- Must have excellent customer service skills
- Strong data entry skills
- Attention to detail and accuracy are essential
- Discretion and professional demeanor are essential

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

* This position serves at the pleasure of an elected / appointed official.

** Beaufort County has various facilities within the county, and many departments have multiple offices to serve our citizens. Management reserves the right to transfer employees from one location to another within the county at any time based on business need. Employees will be given as much notice as possible prior to a change in work location.

Apply online at www.bcgov.net

Position: Lifeguard—Part Time

Company: Beaufort County Government

Location: Beaufort, SC

\$12.62/hr.

Under direct supervision, responsible for public safety in all areas of pool operation and assisting in teaching swimming lessons for Beaufort County Parks & Leisure Services*.

MINIMUM REQUIREMENTS:

- Must be at least 16 years old.
- Life guard training: must possess and maintain valid Certified Lifeguard, First Aid and CPR for the Professional Rescuer certifications from the American Red Cross

- Copies of the above certifications **MUST BE SUBMITTED WITH APPLICATION.** Applications without them will not be considered.
- Six months life guarding experience preferred
- Basic communication, comprehension and math skills required.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

*Beaufort County has various facilities within the county, and many departments have multiple offices to serve our citizens. Management reserves the right to transfer employees from one location to another within the county at any time based on business need. Employees will be given as much notice as possible prior to a change in work location.

Apply online at www.bcgov.net

Position: Network Analyst—MIS

Company: Beaufort County Government

Location: Beaufort, SC

\$24.22/hr.

Designs, implements, maintains and provides support for Beaufort County's computer networks, communications systems and related components. Provides technical support, training, information and assistance to system users. Works as a team member with other technical staff to ensure connectivity and compatibility between systems. Conducts technical research on network upgrades and components to determine feasibility, cost, time required and compatibility with current system.

MINIMUM REQUIREMENTS:

- Associate's Degree in Computer Science, Information Technology or related field
- 3 years' experience in all phases of information technology processing to include administration of LAN/WAN systems and maintenance
- Experience with design, analysis, and implementation of physical security networks (video surveillance, access control, etc.) desired
- In-depth understanding of LAN switching, routing, and Ethernet networks along with IP routing, configuration, troubleshooting of switched and routed networks

- Strong understanding of Cisco Technologies such as routers, switches, VPN, VOIP, etc... is preferred

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. EOE.

Apply online at www.bcgov.net

Position: Recreational Aide I—Part Time PALS

Company: Beaufort County Government

Location: Beaufort, SC

\$8.27/hr.

Under close supervision, assists with various recreational/art programs provided to the citizens of Beaufort County*. Assists in maintaining recreational/art center facilities, monitors facilities, transports clients in passenger van to and from events and facilities and assists clients with various recreational/art facilities. Assists center director with various activities. Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

- High school diploma, GED
- Willing to work evenings and weekends
- Must possess and maintain a valid driver's license with good driving record.
- One year experience working with youth
- Experience in recreation programs, equipment, facilities and events preferred
- Basic communication, comprehension and math skills required.

*Beaufort County has various facilities within the county, and many departments have multiple offices to serve our citizens. Management reserves the right to transfer employees from one location to another within the county at any time based on business need. Employees will be given as much notice as possible prior to a change in work location.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to

appointment. Employment is contingent upon clearing both the drug screening and background investigation.

Apply online at www.bcgov.net

Position: Residential Plans Examiner

Company: Beaufort County Government

Location: Beaufort, SC

\$16.25-\$19.51/hr.

Conducts plan reviews for residences, ensuring compliance with all applicable state codes. Identifies code violations and compliance issues and the needed corrective actions. Consults with other parties regarding codes, inspection procedures and issues pertaining to code compliance and services. Performs a variety of administrative duties in support of inspection work and researches information for permitting and inspections as needed.

MINIMUM REQUIREMENTS:

- Associate's degree with course work emphasis in construction, drafting, related field or equivalent; supplemented by 3 years of experience working with building plans and codes.
- Must possess certification from the State of South Carolina as a residential combination inspector; or achieve one certification within the first year of employment, then a maximum of one year for each additional certification until fully certified under state law to perform the duties as a residential combination inspector with specialty certification in Building, Mechanical, Electrical and Plumbing.
- Must possess a valid SC Driver's License

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Apply online at www.bcgov.net

Position: Residential Shift Supervisor—Disabilities & Special Needs

Company: Beaufort County Government

Location: Beaufort, SC

\$13.35/hr.

Under the general supervision of the CRCF Administrator, responsible for ensuring both the individualized person-centered programming/training as well as the health, safety and accountability for adults with mental disabilities. Supervises direct care staff to ensure that semi-routine and diversified duties within the limits of established practices and procedures of both the residential program and Beaufort County Disabilities & Special Needs Department are followed.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent; Associates Degree in related field strongly preferred
- Two years' experience working with adults with developmental disabilities, autism and related disabilities
- Staff supervisory experience
- Must possess and maintain valid SC driver's license having no DUI convictions within the last 5 years and a conscientious driving record due to client transporting responsibilities.
- No convictions for any criminal violence, a crime of moral turpitude.
- Must be computer literate and possess flawless attention to details.
- Ability to work flexible hours, days, and weekends.
- Basic communication, comprehension and math skills required.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

Apply online at www.bcgov.net

Position: Training Specialist—Disabilities & Special Needs

Company: Beaufort County Government

Location: Beaufort, SC

\$12.62/hr.

Under either direct or indirect supervision, provides individualized person centered programming/training, as well as ensures the health, safety and accountability for adults with developmental disabilities in a residential facility/residence or Day Program.

MINIMUM REQUIREMENTS:

- High school diploma or GED

- One (1) year of experience in patient care required.
- Experience with individuals with developmental disabilities preferred.
- Physically demanding work - requires the ability to stand for sustained periods of time and physical ability to perform two-man lifts up to 200 pounds
- Must possess and maintain valid driver's license with no DUI convictions within the past 5 years and a conscientious driving record due to client transporting responsibilities
- No convictions for criminal domestic violence or any criminal convictions for a crime of moral turpitude or crime that carries a sentence of one or more years
- Extensive criminal background investigation, including driving record, will be conducted on all applicants considered for this position.
- Must be available to work a flexible schedule and varied hours
- Basic communication, comprehension and math skills required

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Apply online at www.bcgov.net

Position: Waiver Respite Provider—Breakers Program (Disabilities & Special Needs)

Company: Beaufort County Government

Location: Beaufort, SC

\$9.64/hr.

Provides home-based respite care for adults and children with developmental disabilities and other special needs within DSN's Breakers Program. This position is on an as needed basis. Will be required to attend a one week orientation/training the 2nd week of the month Monday through Friday for 8 hours per day.

Breakers Program hours: Tuesdays and Thursdays 2:00 until 6:00 p.m. Saturday 10:00 a.m. until 5:00 p.m.

Respite services are provided to individuals unable to care for themselves: furnished on short-term basis because of need for relief of those persons normally providing care. Beaufort DSN.

This is a grant-funded position.

MINIMUM REQUIREMENTS:

- Proof of High school diploma or GED
- Excellent communication skills
- Ability to lift up to 50 pounds
- Ability to work flexible hours and days, including holidays
- Valid driver's license with no DUI convictions within the past five years
- No convictions for criminal domestic violence, any criminal violence, crime of moral turpitude or crime which carries a sentence of one or more years
- An extensive background check will be conducted on all applicants considered for this position.
- Ability to attend required one week of training with annual renewal of training.

PREFERED REQUIREMENTS

- Medical background (CNA or LPN preferred)
- Experience in providing care for children and/or adults

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation. EOE.

Apply online at www.bcgov.net

Positions:

- Server—Club (\$5.35+ Gratuity)
- Server—MNS x4 (\$4.75+ Gratuity)
- Server—Banquet (OC; \$4.50 + Gratuity)
- Banquet House Attendant (\$9.00)
- Server Assistant—MNS x4 (\$7.45+ Gratuity)
- In-Room Dining Server (1 FT/ 1 PT; \$4.50 + Gratuity)
- Barista (PT; \$9.15)
- Greeter (1 FT/ 1PT; \$9.15)
- Cook x4 (\$11.00+)
- Housekeeping Room Attendant x4 (\$8.50+)
- Public Area Attendant x2 (\$8.75)
- Housekeeping Houseman (\$9.00)
- Shuttle Driver (\$8.50)
- Valet (\$6.00 + Gratuity)
- Nail Technician (1 FT/1PT; \$7.25 + Commission)
- Cosmetologist (OC; \$7.25 + Commission)

- Esthetician (PT; \$7.25 + Commission)
- Men's Locker Attendant (PT; \$8.75)
- Maintenance Engineer (\$11.00+)
- Painter (\$12.00+)
- HVAC Technician (\$11.00+)
- IT Analyst (\$15.00)
- Graphic Design & Marketing Assistant (\$12.00)
- Housekeeping Manager (Salary)
- Housekeeping Supervisor (\$11.25+)
- Restaurant Supervisor (\$12.00+)
- Executive Sous Chef (DOE)
- Assistant Director of Finance (DOE)

Company: The Westin Savannah Harbor Golf Resort & Spa

Location: Savannah, GA

Apply to positions online at www.westin.jobs/savannah

Position: Telecommunicator Trainee

Company: Charleston County Government

Location: Charleston, SC

\$13.65/hr.

Minimum requirements:

Minimum Education - High school diploma or equivalent

Minimum Qualification - Must be 18 years of age or older Read, write, spell and speak in clear and concise English

- Candidate must be a US citizen, permanent resident, or possess an Employment Authorization Document (EAD)

Description:

Minimum Requirements:

Minimum Education – High school diploma or equivalent

Minimum Qualification – Must be over 18 years of age. Candidate must be a U.S. citizen, permanent resident, or possess an Employment Authorization Document (EAD). No felony convictions. Misdemeanors will be evaluated on a case by case basis.

Shift Requirements – during classroom training, the typical work schedule is 8:00 a.m. to 4:30 p.m. with an occasional alternate schedule for larger classes. Once on the job training begins, half the training sessions may occur on the day shift and half occur on the night shift. The day shift begins at 5:45 a.m. and ends at 6:00 p.m. and the night shift begins at 5:45 p.m. and ends at 6:00 a.m. Once a Trainee has successfully completed the training program and can meet

minimum performance standards, the employee will be required to work either the day shift or the night shift. There is a high probability that newly trained Telecommunicator will be assigned to the night shift. Shift rotations may last up to one year and longer depending upon the operational needs of the 911 Center. Ability to work a rotating schedule outside of normal business hours that includes nights, weekends, holidays and overtime is an essential function of this position

If you believe you can learn and demonstrate correct telephone answering and public safety dispatching techniques, follow oral and written instructions, demonstrate the ability to stay calm during emergencies and obtain relevant information from citizens who are in stressful situations, learn and demonstrate the ability to enter information into the computer system while receiving information by telephone and radio, learn and demonstrate the ability to read and interpret maps; learn and demonstrate the ability to use the radio and codes used in creating computer-aided calls for dispatch; demonstrate the ability to deal tactfully with the public and others; demonstrate the ability to work in a confined area and wear a radio headset and work an assigned schedule, including mandatory overtime, we have the job for you.

This position is responsible for receiving and processing incoming administrative, non-emergency and emergency police, fire, and medical calls. Duties include: providing the appropriate pre-arrival instructions; entering data into a computer-aided dispatch system; evaluating situations and making decisions as to the assistance the caller needs based on training, standard operating procedures and guidelines; dispatching, monitoring and recording all public-safety responder activity via radio; performing queries through the National Crime Information Center, state and local public-safety systems.

MINIMUM EMPLOYMENT STANDARDS:

- Must be 18 years of age or older
- High school diploma or equivalent
- Read, write, spell and speak in clear and concise English
- Candidate must be a US citizen, permanent resident, or possess an Employment Authorization Document (EAD)
- No felony convictions, misdemeanors will be evaluated on a case by case basis

- Pass an intensive police background investigation which will include driving record, financial history, employment history, education and training, illegal conduct (drug use, etc.), personal references and polygraph test
- Pass a computer aptitude test and applicant performance assessment
- Demonstrate the ability to type a minimum of 35 words per minute (WPM) or 10,500 keystrokes per hour (KPH)
- Pass a health physical to include a hearing test as well as a psychological examination
- Physically able to lift 45 pounds

We look forward to hearing from you and having you join our Consolidated Dispatch Center.

Due to the sensitive nature of the job to which you are applying, great care is taken in the selection of a new hire. The selection process can take as long as 90 days, following application submission. This timeframe is an estimate and is subject to change by the Department. Monitor your email daily for application status updates.

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: Telecommunicator

Company: Charleston County Government

Location: Charleston, SC

\$14.88-\$18.30/hr.

Minimum Education - High school diploma or equivalent

Minimum Qualification - Must be 18 years of age or older Read, write, spell and speak in clear and concise English

- Candidate must be a US citizen, permanent resident, or possess an Employment Authorization Document (EAD)

Description:

We have openings for experienced Law Dispatchers, Fire/EMS Dispatchers, and Call Takers that we intend to hire by September 2014. Call Takers receive, process and disseminate emergency and non-emergency information to/from citizens, general public, other ambulance services, doctors' offices, police agencies, fire departments, nursing homes, etc. requesting emergency assistance from law enforcement, EMS or Fire. The requests are answered via E911 phone lines and administrative lines. Ask for pertinent information utilizing standard protocols, e.g., location, phone number, type of emergency from caller and then forward call to appropriate

dispatch personnel. Update CAD system throughout phone call following departmental protocols. Dispatchers receive calls from Call Taker regarding emergency services needed which may require dispatching EMS, law enforcement, fire or rescue first responders. Utilize computer aided dispatch (CAD) system in tracking first responders, gathering pertinent, accurate information and conveying to appropriate emergency personnel. Monitor radio communications at same time and update CAD throughout emergency. Follow departmental protocols throughout emergency. Requirements: The position requires a high school diploma (or GED) and at least 3 years 9-1-1 Dispatch center experience. Knowledge of computer aided dispatch (CAD) system and telephony system. Applicants must have the ability to read maps, multi-task, work under pressure. You will work in close proximity to others in a secure location and you must be able to speak English clearly and concisely. NCIC certification, EPD, EFD, EMD and Call Taking certifications highly desired. Applicants must have good communication skills, ability to prioritize, ability to multi-task and ability to interact with multiple people at any given time. Ability to work a rotating schedule outside of normal business hours that includes nights, weekends, holidays and overtime is an essential function of this position. Why Charleston County Consolidated 9-1-1 Center? The Charleston County Consolidated 9-1-1 Center currently dispatches for 20 agencies and has a multitude of federal, state and local partners that assist us in accomplishing our mission. In 2013, our total call volume was 844,352 calls and we processed 578,406 incidents. We are funded to employ 132 Telecommunicator and supervisors and we are looking for you to join us. **MINIMUM EMPLOYMENT STANDARDS:**

- Must be 18 years of age or older
- High school diploma or equivalent
- Read, write, spell and speak in clear and concise English
- Candidate must be a US citizen, permanent resident, or possess an Employment Authorization Document (EAD)
- No felony convictions, misdemeanors will be evaluated on a case by case basis
- Pass an intensive police background investigation which will include driving record, financial history, employment history, education and training, illegal conduct (drug use, etc.), personal references and polygraph test
- Pass an applicant performance assessment
- Pass an oral interview

- Submit a certified typing test demonstrating the ability to type at least 35WPM.
- Pass a health physical to include a hearing test as well as a psychological examination
- Physically able to lift 45 pounds

The Center is accredited by the International Academies of Emergency Dispatch (IAED) for Emergency Medical Dispatch and Emergency Fire Dispatch. The Center is currently enrolled as an agency seeking Public Safety Communications Accreditation through CALEA (Commission on Accreditation for Law Enforcement Agencies) and is actively working towards meeting over 200 nationally recognized best practice standards. Both CALEA and APCO view the standards as reflecting the best professional requirements and practices for a public safety communications agency.

Charleston County Benefits: Charleston County offers competitive pay and a comprehensive benefits package to its employees, including: (1) Health, Life, and Dental Insurance for employees and their families, (2) Optional Life and Disability Insurance, (3) Optional Medical and Dependent Care Spending Accounts, (4) Annual and Sick Leave, (5) Twelve recognized Holidays, (6) South Carolina Retirement System (SCRS) State Retirement Plan, (7) Police Officers Retirement System (PORS – as applicable), (8) Optional Deferred Compensation Program, (9) Longevity Pay Increases, (10) Optional Federal Credit Union Membership, (11) Leadership, Professional and Skill Development Training, (12) Employee Assistance Program, (13) Employee Wellness Program

Due to the sensitive nature of the job to which you are applying, great care is taken in the selection of a new hire. The selection process can take as long as 90 days, following application submission. This timeframe is an estimate and is subject to change by the Department. Monitor your email daily for application status updates.

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: IT Supervisor

Company: Charleston County Government

Location: Charleston, SC

\$43,638-\$53,684/yr.

Minimum Education - High School diploma or GED; Associate degree in Computer Science, Database Administration or Business Administration (with a concentration in Computer Science) is preferred.

All jobs found through Career Services Email, Indeed.com, Careerbuilder.com

Minimum Qualification - Seven (7) years of progressively responsible technical or professional IT job experience working with hardware, software, servers, database administration, CAD or GIS.

Description:

This position supervises staff in the daily technical operation of multiple systems to include telephone, radio, recording, mobile data servers and workstations/laptops. Ensures hardware and software issues are resolved in a timely manner. Ensures scheduled system events such as upgrades and updates comply with industry standards, vendor recommendations and local technical policies and procedures. Duties include: develop, modify and/or maintain technical processes for all systems, internal and external, supported by the CDC to include phone, recording, computer aided dispatch (CAD), mobile data terminals (MDTs), records management system (RMS), GIS and console systems. Direct and supervise staff in troubleshooting system and software when problems arise, installing, configuring, implementing software applications, providing technical support to system end-users, maintaining equipment records and reporting repairs. Act as Assistant to the Consolidated 911 Center Technology Manager and liaison with the outside agencies regarding specific external systems. This position requires the following: a High School diploma or GED; Associate degree in Computer Science, Database Administration or Business Administration (with a concentration in Computer Science) is preferred. Seven (7) years of progressively responsible technical or professional IT job experience working with hardware, software, servers, database administration, CAD or GIS. Experience working in emergency response organization highly desirable. Must be NCIC certified and a member of National Emergency Number Association (NENA). Must have knowledge of the following: methods and techniques of systems integration and information sharing and operational characteristics of various emergency recording and dispatching equipment; modern and complex principles of server and PC installation and maintenance in a multi-domain, Microsoft active directory environment; use of virtualization software such as Citrix XenApp, VMWare, ESX Server, Mobile Data Terminals and AVL tracking system in a Public Safety setting; ProQA call taking software. Successful applicants must pass an oral interview as well as an intensive police background investigation which will include driving record, financial history, employment history, education and training, illegal conduct (drug use, etc.), personal references and polygraph test. Due to the sensitive nature of the position, great care is taken in the selection of a

new hire. The selection process can take as long as 45 days, following application submission. This timeframe is an estimate and is subject to change by the Department. Applicants may want to monitor email communications frequently regarding application status. APPLICATION DEADLINE: AUGUST 15, 2014 or until position is filled.

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: Law Enforcement Specialist II

Company: Charleston County Government

Location: Charleston, SC

\$12.51-\$15.36/hr.

Minimum Education - Possess a high school diploma or GED

Minimum Qualification - U. S. citizen, submit a certified typing score of at least 30 CWPM, taken within the last six (6) months, at the time of application.

Description:

This responsible position performs a variety of specialized clerical and record keeping functions. Duties include, but are not limited to: entering and retrieving data from RMS and NCIC systems and assisting and disseminating accurate data to requesting individuals or agencies. This position involves a tremendous amount of telephone contact with the public and other governmental agencies. Interested candidates must be able to deal with all individuals in a professional and courteous manner at all times. Other duties include typing, data entry, and filing. Depending on work assignment, duties will be performed on an 8-hour day or 12.25-hour rotating shift schedule. Applicants must be able to work days, nights, weekends, holidays, and during natural disasters. Applicant may be required to work overtime in order to meet or maintain departmental operations. Work periods or schedules are established as required by Federal law, departmental workloads, and organizational needs. REQUIREMENTS: A qualified applicant must (1) be a U. S. citizen, (2) possess a high school diploma or GED (3) submit a certified typing score of at least 30 CWPM, taken within the last six (6) months, at the time of application. Only tests taken at, and certified by, Alternative Staffing or the SC Department of Employment and Workforce are accepted. (4) be able to obtain NCIC certification within six months of selection (5) able to accurately perform clerical tasks of a repetitive nature (6) be able to operate a personal computer using Microsoft Office Suite (Word, Excel, Outlook), AS 400, the internet, JMS, RMS, and NCIC (7) and be able to interact with all individuals in a

professional and courteous manner at all time. NOTE: Must submit completed Charleston County Application to be considered for any Sheriff's Department vacant positions.

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: Trades Technician II (General Maintenance)

Company: Charleston County Government

Location: Charleston, SC

\$14.88-\$17.44/hr.

Minimum Education - Position requires a high school diploma (or GED)

Minimum Qualification - Experience in one or more of the building trades and a minimum of five (5) years in the building maintenance environment. Thorough knowledge of the electrical trade, Local, State, and Federal building codes, National Electrical Codes.

Description:

This position will be responsible for maintenance and repair to include heating, air conditioning and refrigeration, plumbing, carpentry and insulation, drywall, painting and electrical at the Charleston County Emergency Services Building. Interested individuals should be highly motivated, customer service oriented, possess good communication skills, be safety minded and be able to work well within a demanding environment. Duties include: repairing water heaters and mixing valves; lighting ballasts, switches, fixtures, generators and automatic transfer switches; leaky faucets and water lines; unclogging drains, toilets and sinks; maintaining chill water system using closed loop chillers, completing work order forms and reports and overseeing outside contractors. Individual will also perform minor carpentry, drywall and painting work and general preventative maintenance to heating/air conditioning equipment and components. Individual will monitor HVAC systems by computer and troubleshoot and diagnose equipment during malfunctions and replace/repair parts as necessary. Interested individuals must possess basic skills for Microsoft Office. The selected individual may from time to time be involved in facility alterations, renovations and other maintenance duties as needed. Position requires a high school diploma (or GED) supplemented with experience in one or more of the building trades and a minimum of five (5) years in the building maintenance environment. Thorough knowledge of the electrical trade, Local, State, and Federal building codes, National Electrical Codes. Candidate must successfully complete the Criminal Justice Information System Security and Awareness Training within 90 days of hire and possess a valid SC driver's license.

All jobs found through Career Services Email, Indeed.com, Careerbuilder.com

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: Trades Technician II (HVAC)

Company: Charleston County Government

Location: Charleston, SC

\$14.88-\$17.44/hr.

Minimum Education - Position requires a high school diploma (or GED) (technical school preferred)

Minimum Qualification - Five (5) years of progressively responsible experience in HVAC installation and Maintenance and Repair. Individual must be a Journeyman HVAC mechanic, Freon recovery certified.

Description:

This position will be responsible for maintenance and repair to include heating, air conditioning, refrigeration, and electrical with an emphasis on mechanical systems. Interested individuals should be highly motivated, customer service oriented, possess good communication skills, be safety minded and be able to work well within a demanding environment. Duties include: installing and repairing air conditioning, heating, ventilation, and periphery systems within County buildings, including pumps, motors, air compressors, air handlers, belts, bearings, cooling towers, electronic controllers and other related subsystems. Individual will monitor HVAC systems using Building management systems to troubleshoot and diagnose equipment during malfunctions and replace/repair parts as necessary. Other duties to include repairing water heaters and mixing valves; lighting ballasts, switches and fixtures; leaky faucets and water lines; unclogging drains, toilets and sinks; maintaining chill water tower levels, completing work order forms and reports and overseeing outside contractors. Individual will also perform minor carpentry, drywall and painting assignments in addition to general preventative maintenance of heating/air conditioning equipment and components. Interested individuals must possess basic skills in Microsoft Office, Excel and Outlook. The selected individual may from time to time be involved in facility alterations, renovations and other maintenance duties as needed. In addition you will be responsible for maintaining your issued tools and repair parts inventory. Position requires a high school diploma (or GED) (technical school preferred), supplemented with five (5) years of progressively responsible experience in HVAC installation and Maintenance and Repair.

Individual must be a Journeyman HVAC mechanic, Freon recovery certified. Must possess a valid SC driver's license.

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: County Services Representative III

Company: Charleston County Government

Location: Charleston, SC

\$13.65-\$16.77/hr.

Minimum Education - Position requires a high school diploma OR (GED)

Minimum Qualification - Two years' experience in customer service. Experience in bookkeeping or accounting is highly preferred as is customer service experience with a government entity or public/private entity.

Description:

This position requires a high school diploma and two years' experience in customer service. Experience in bookkeeping or accounting is highly preferred as is customer service experience with a government entity or public/private entity. Knowledge of state assessment laws is highly preferred as is prior experience in an Assessor's office or Auditors or Treasurers office. The Assessor's Office places a strong emphasis on excellent customer service and interpersonal skills. This position is in the Classification, Customer Service and Mapping division of the Assessor's office. The successful candidate will have excellent verbal communication skills and the ability to remain calm, focused and professional in stressful situations. The successful candidate must have substantial experience with a variety of computer software applications including EXCEL and WORD, must demonstrate that they are able to learn new software applications easily and be capable of entering data and typing communications accurately and rapidly. The position requires research, analysis and organizational skills along with ability to prioritize varying job duties and work independently as well as working in a team environment. The candidate must be able to convey information regarding state laws, qualification criteria for exemptions, application filing procedures and other assessment and property tax processes accurately and professionally on the phone, in person and in written communications. The position is responsible for performing independent research and verification of taxpayer submitted information, identification of missing information, identification of additional or non-standard information needed for the approval, disapproval or removal of the 4% Special

Assessment ratio for real property. Editing the qualification of existing properties to ensure on going compliance with statutes is included in the job duties such as; identification of rented properties, discovery of dual exemptions and research into business use of the property. The successful candidate must be able to deal with taxpayers, the general public and other government agencies at the County, Municipal and State level. Others duties that may be assigned include, but are not limited to: general office duties, such as filing, answering phones, assisting in data entry and assisting other divisions in the Assessor's office as needed.

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: Heavy Equipment Mechanic II

Company: Charleston County Government

Location: Charleston, SC

\$19.25-\$23.66

Minimum Education - Position requires a high school diploma (or GED)

Minimum Qualification - Five (5) or more years of in-depth repair and maintenance of heavy equipment and related systems.

Description:

Employee in this position will perform a full range of major and minor mechanical, electrical, electronic, pneumatic, hydraulic, fuel system repairs and computer system repairs on light gas and a variety of heavy equipment and trucks to include repairs of other related systems such as hydraulic attachments, ground bearing equipment, refuse bodies, dump bodies, ambulance modules, fire apparatus, trailers, etc. The employee will be required to perform replacement of parts such as starters, alternators, generators, fuel and water pumps, air compressors, transmissions, clutches, differentials, brake system parts, hydraulic pumps and cylinders, pneumatic, electrical and hydraulic controls, etc. Employee must be proficient with light welding and torch operations. Employee must be able to perform diagnostics of machine problems and subsequent determination of correct repairs needed. Work will be performed on various sizes and types of industrial, construction and truck equipment. Employee may be required to make road calls on a 24/7 basis for repairs to critically needed and emergency equipment. Position requires a high school diploma (or GED) and five (5) or more years of in-depth repair and maintenance of heavy equipment and related systems. Manufacturer's certification of past training desired. Must possess a valid CDL driver's license or a valid SC driver's license and the ability to obtain a

valid CDL driver's license within six (6) months of employment. Must obtain a combination of two ASE and/or manufacturer's certifications within twelve (12) months of hire date if applicant does not possess acceptable certifications

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: Spray Technician

Company: Charleston County Government

Location: Charleston, SC

\$11.46-\$14.11/hr.

Minimum Education - Requires completion of high school diploma (or GED).

Minimum Qualification - Knowledge of small engines and geography of Charleston County preferred. Must possess a valid SC driver's license and have knowledge of the capabilities, limitations, and hazards involved in the operation of assigned equipment.

Description:

This position is responsible for the proper operation of a ULV spray machine within federal, state, and county regulations, and will assist the shop foreman in refurbishing the spray machines and trucks during non-mosquito season. Requires completion of high school diploma (or GED). Knowledge of small engines and geography of Charleston County preferred. Ability to follow oral instructions essential. Must possess a valid SC driver's license and have knowledge of the capabilities, limitations, and hazards involved in the operation of assigned equipment. Must have ability to obtain pesticide applicator's license, category 8 within one year of employment. Night shift and weekend work required.

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: Construction Maintenance Worker I (2 Positions)

Company: Charleston County Government

Location: Charleston, SC

\$9.67-\$11.88/hr.

Minimum Education - Position requires an 8th grade education OR any type training or work experience which provides the required knowledge, skills and abilities.

Minimum Qualification - Ability to comprehend written and verbal instructions and safely operate hand tools and power equipment essential. A valid SC driver's license or the ability to obtain one upon acceptance of the position is required.

Description:

Charleston County Public Works is recruiting for individuals who like working outdoors and performing a variety of tasks. Duties include: operate the crew cab pick-up truck, zero turn mowers, weed eaters, chain saws, trimmer pruners, lawn mowers, blowers and the various hand tools needed to provide weekly grounds and landscaping services to County properties and right-of-ways, and other related duties as assigned. Position requires an 8th grade education OR any type training or work experience which provides the required knowledge, skills and abilities. Ability to comprehend written and verbal instructions and safely operate hand tools and power equipment essential. A valid SC driver's license or the ability to obtain one upon acceptance of the position is required.

Apply online at <http://www.charlestoncounty.org/employment.htm>

Position: School Crossing Officer

Company: Charleston County Government

Location: Charleston, SC

\$7.50/hr. 15 hours per week

Minimum Education - Eighth grade education.

Minimum Qualification - Must be a United States citizen and at least 18 years old.

Description:

The Charleston County Sheriff's Office is seeking mature, responsible individuals to provide a valuable service by monitoring school crosswalks and ensuring the safety of children crossing. Immediate openings exist thru out Charleston County. Salary: \$7.40 per hour, with a total of 15 hours per week. Crossings are monitored during early morning and afternoon hours. Pay continues during school holidays in accordance with policy. Minimum Education: Eighth grade education. Minimum Qualification: Must be a United States citizen and at least 18 years old. Training and uniforms are provided. Applicants meeting the minimum criteria must submit to, and successfully complete, all phases of the hiring process to be considered for employment. The process includes, but is not limited to the following: a two-phase background investigation, an oral interview and, upon offer of employment, a pre-employment physical and drug screen.

Apply online at <http://www.charlestoncounty.org/employment.htm>
