



CITY OF HARDEEVILLE, SC

PERSONNEL REQUEST FORM

FY: 2019

Reports to which Department: City Manager's Office

Proposed Position Title: Deputy City Manager

Qty: 1

Justification:

The City of Hardeeville is in an explosive growth mode and needs additional expertise and experience in growth management and economic development to provide invaluable assistance to the City Manager, City Council and staff to effectively manage and strategically plan for its ongoing development. The Deputy City Manager will have an extensive background, experience and education in growth management and economic development to provide the CM and staff critical expertise in marketing and recruiting prospects to the Hardeeville Commerce Park, manage the existing development agreements and proposed amendments thereto, assisting the Planning Director and staff in meeting with and assisting prospects in the development of property within the corporate limits of the City, providing strategically planning for the projected growth of City staff and facilities, and providing daily assistance to the CM in the management of City staff.

Proposed Salary \$ See Attached Spreadsheet

FICA (SS/Medicare) \$

Retirement \$

Health \$

Worker's Compensation \$

Total Annual Expense **\$117,299.22** _____

Attach Job description

FY 2019 SALARY CALCULATION

Name	Enter the employee name (optional)--->	N/A
Salary	Enter the annual salary ----->	\$90,000.00
Social Security	12.4 % Split w EE	\$5,580.00
Medicare	2.9 % Split w EE	\$1,305.00
Health Insurance (Select)	EE/Child	\$8,077.92
Dental Insurance (Select)	None	\$0.00
Retirement (Select)	SCRS	\$12,069.00
Workers Comp (Select)	Clerical Office Employees	\$267.30
TOTAL CITY EXPENSE		\$117,299.22

City of Hardeeville South Carolina



Title: Deputy City Manager
Department: General Government
FLSA Status: Exempt
Reports to: City Manager
Salary Grade: 22

Minimum Qualifications

A. Education and Experience:

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in public sector management. A Master's Degree in Public Administration is preferred. At least five (5) years' experience in a responsible senior administrative position in a municipal government. Project Management, economic development and strategic planning experience preferred. ICMA credentialed manager desired. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.

B. Certifications:

Valid South Carolina Driver's License required.

C. Knowledge, Ability, and Skills:

Thorough knowledge of principles and practices of public administration; thorough knowledge of municipal organizational and departmental functions, staffing and operating procedures. Thorough knowledge of ordinances and state laws governing economic development, growth management and the administration of City government; Knowledge of governmental budget procedures. Ability to plan, assign, delegate and direct the work of administrative and supervisory personnel. Ability to conduct special studies, analyze and interpret findings and prepare and effectively present factual reports. Ability to develop long-term plans and programs and to evaluate work accomplishments. Ability to work effectively with elected officials, department heads, representatives of other public agencies, city employees, economic development professionals, developers, corporate officers, and the general public. Must possess excellent oral and written communication skills. Proficiency in Microsoft Office Suite required.

City of Hardeeville South Carolina



General Description

This is executive and administrative work coordinating assigned departments and assisting the City Manager.

Essential Functions

1. Oversees administrative activities and functions of assigned City departments.
2. Coordinates the City's economic development, retail and commercial recruitment, redevelopment, and strategic planning processes by working and assisting developers and property owners to successfully meet the City's overall development goals.
3. Serves as liaison to internal and external organizations and represents City Manager as required; may be required to attend meetings outside regular business hours.
4. Establishes and reviews research projects and procedural and administrative studies in operational departments. Evaluates results and recommends changes.
5. Works closely with City Council and department heads on projects as assigned by the City Manager.
6. Supervises and participates in preparation of speeches, correspondence and news release drafts for the City Manager. Speaks to civic and community groups to promote and explain municipal policies and programs.
7. Meets with civic leaders and community groups to explain policies and programs. Serves on civic, educational, community relations and other committees as a representative of City government.
8. Reviews and evaluates proposals for new programs and services. Confers with department heads, public officials and members of the public. Recommends changes in administrative policies, organization, programs, methods and procedures.
9. Assists the City Manager by coordinating process for ordinances and Council agenda items related to the assigned departments.
10. Directs preparation and review of assigned department budget estimates.
11. Recommends selection, promotion, discharge and other appropriate personnel actions.
12. Is acting City Manager in the absence of the City Manager.
13. Acts as a project manager for special projects at the request of the City Manager.
14. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
15. Other duties as assigned.

City of Hardeeville South Carolina



Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing, sitting, walking, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Interpersonal skills, Communication (oral and written)



CITY OF HARDEEVILLE, SC

PERSONNEL REQUEST FORM

FY: 19

Reports to which Department: Administration

Proposed Position Title: Deputy Clerk

Qty: 1

Justification:

With the expected growth in both economic development and personnel, the need for a Deputy Clerk is necessary to assist with the anticipated workload. This individual can provide general office/secretarial support to the City Manager, City Council and all departments as needed.

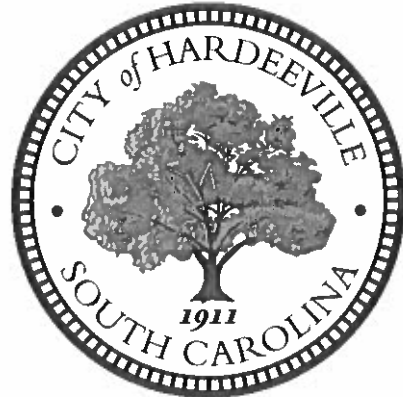
Additionally, the Deputy Clerk can function as the City Clerk in my absence. It will be a requirement of the Deputy Clerk to pursue Municipal Clerk certification through the MASC; completion can be attained in three years. Currently the City Clerk has Human Resource responsibilities and although those responsibilities do not require full time attention, it would be beneficial to have a Deputy Clerk who can be trained to take on some of the City Clerk responsibilities therefore allowing the City Clerk to have more time to focus on HR. The expectation would be that the City Clerk would transition the HR responsibilities to a full time HR Director who would be brought on in FY20 and the Deputy Clerk could assume the City Clerk position upon my retirement also in FY20.

Proposed Salary \$ Salary Grade 12 - \$35,028

FICA (SS/Medicare) \$2,679.65
Retirement \$4,697.25
Health \$5,833.44
Worker's Compensation \$104.03
Total Annual Expense \$ 48,342.37

Attach Job description

City of Hardeeville South Carolina



Class Title: Deputy Clerk
Department: Administration
Reports to: City Manager

General Statement of Job

This position provides professional level administrative support to the Mayor, City Council and City Manager. Work is performed under the general direction of the City Manager. Position also provides for performing routine human resource activities.

Essential Job Functions

- Provide executive level support to the City Manager, Mayor and City Council
- Screen calls to the legislative and executive departments and utilize discretion for immediate attention matters, including answering problematic questions, taking messages or referring individuals to appropriate personnel, other City departments or outside agencies as necessary
- Maintain, duplicate and distribute confidential files as needed
- Coordinate and book travel arrangements and accommodations for City Council and City Manager
- Handle information requests and perform clerical functions such as preparing correspondence for the City Manager
- Arrange conference calls and schedule meetings

- Deputize for the City Clerk and carry out statutory and delegated functions of the City Clerk in his/her absence including but not limited to attending meetings and producing minutes thereof
- In consultation and under the direction of the City Clerk, prepare agendas, reports, etc. for meetings.
- Assist in coordinating the training requirements and needs of the City Council and assist the Council with additional administrative requests
- Perform a wide variety of complex, responsible and confidential duties as requested by the City Manager, Mayor and Council Members
- Interpret City policies, rules and regulations in response to inquiries and refer inquiries as appropriate
- Assist the City Clerk in coordination of ordering office supplies for the City
- Provide assistance to all departments in meeting special secretarial or office needs
- Maintain effective relationships with multiple internal employees and external clients, citizens and related community partners
- Responsible for a variety of administrative activities to be met with minimal supervision
- Assisting general public when entering City Hall
- Resolve or assist in the resolution of policy-related, process-related or procedural problems and/or inquiries received from department representatives, employees and/or applicants
- Perform miscellaneous job-related duties as assigned

Qualifications

Must have competence with Microsoft Office Suite, knowledge of grammar, spelling, punctuation and business letter writing; thorough knowledge of standard office procedures, practices and equipment; display a high level of professionalism and organizational skills; knowledge of legal requirements and methods disseminating public information; record keeping principles and procedures.

Ability to understand the organization and operation of the City and of outside agencies, as necessary to assume assigned responsibilities; communicate effectively, orally and in writing; handle confidential material in an effective manner; work cooperatively with other departments, City officials, and outside agencies; interpret and apply administrative and departmental policies, laws and rules; compile and maintain complex and extensive records and files; understand and carry out oral and written directions; adapt to changing Council requirements; work in a flexible environment.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

- Experience - Five years of increasingly responsible secretarial and clerical experience including one year of experience comparable to that of Executive Secretary; experience working in local government preferred.
- Education - Equivalent to completion of the twelfth grade supplemented by specialized secretarial courses. Certification as a Municipal Clerk or participant in Continuing Education for Public Officials program, leading to Certification preferred.



CITY OF HARDEEVILLE, SC

PERSONNEL REQUEST FORM

FY: 19

Reports to which Department: Downtown Development

Proposed Position Title: Permit Tech

Qty: 1

Justification:

Additional support staff has become necessary as development has increased. This position will allow planners to focus on long-range and master planning projects. This position will also back-up permitting, code enforcement and business license. Planning files maintenance and streamlining is also a priority as space and storage is at a premium.

Proposed Salary \$ 35,000

FICA (SS/Medicare) \$ 2677.50

Retirement \$ 4693.50

Health \$ 8077.92

Worker's Compensation \$ 103.95

Total Annual Expense \$ 15587.87

Attach Job description

Permit Tech

JOB SUMMARY

Under general supervision of the Planning & Development Director, provides a high level of support to all staff to the Development Services functions, elected and appointed officials, and the general public; coordinates and processes planning applications and submittals; directs customers to the appropriate development resources; ; maintains submittal database and filing system; manages annual registrations; reviews sign permits; researches planning issues; prepares general support material and reports; assists in review and revision of City's Ordinances and codes; responds to public information requests; and attends and prepares minutes of Board/Commission meetings periodically that occur at night. In addition the position requires training on Building Inspections software for occasional backup of Building Inspections service counter.

ESSENTIAL JOB FUNCTIONS

- Prioritize work load effectively; relay instruction, information and decisions as directed.
- Processes planning applications (planning, zoning, site plans, etc).
- Answers routine development questions from external and internal customers.
- Reviews sign permits and assists in other Building permits when necessary.
- Produces brochures and other informational material.
- Take and transcribe dictation: type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, verbal instruction or transcribing recordings; Compose general correspondence related to responsibilities assigned.
- Prepare invoices for submittal to finance for payment; type forms, charts, statements and various legal documents as required. Coordinate office supplies; contact suppliers as needed; maintain related records.
- Creates notification list for cases.
- Assembles Monthly and Annual Department Reports.
- Initiates and maintains a variety of files and records for information related to the Director or Department.
- Coordinates and acts as primary point-of-contact for architecture, planning and engineering contractors, and project managers for development projects. Assists business and developer projects in navigating the development process.
- Coordinates efforts of internal and external development teams (A&E, construction, construction management, legal, etc.).
- Learns the rules, regulations, standards, policies and procedures for a wide variety of municipal planning activities.

- Answers inquiries and assists the public and developers with planning and technical review issues; provides ordinance, zoning, general plan, subdivision, plat, easement and development information within scope of authority and training.
- Reviews and processes applications, permits and plans; creates correspondence and reports, and communicates with customers as needed.
- Reviews project documents and assists in the development of professional reports.
- Attends development related meetings as needed or required.
- Coordinates the City's participation in public forums and other means of community input related to development and redevelopment.
- Helps ensure applicant's concerns are addressed in a timely manner.
- Provides support in preparation of Planning, Development, Planning and Zoning, and City Council agenda items.
- Ensures submittals are complete per State Statutes and local ordinances.
- Departmental web contact and updates web pages.
- Produces public hearing notices, advertisements, and posts agendas.
- Assembles P&Z packets, BOA packets, attend meetings at night to take minutes.
- Travels off site to attend meetings, conferences, and training.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High School diploma or equivalent is required; prefer coursework from accredited university, trade school, or related technical institute; four (4) years related office experience. Bachelor's degree and/or planning experience is preferred.
- Must pass a pre-employment drug screen and criminal background check.

Licenses or Certificates:

- Valid SC Drivers License

Knowledge, Skills and Abilities:

- Ability to read, write, and speak English fluently.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies or authorities, or members of the local business community.
- Good verbal and written communication skills are essential.

- Ability to establish and meet deadlines.
- Self motivated.
- Demonstrate a willingness to perform duties in a team environment.
- Ability to assist in the preparation of reports regarding variances, subdivisions, appeals of interpretation of design review, and planned development concepts for the development review process.
- Ability to prepare legal advertisements for public hearings.
- Must possess strong organizational skills and be entrepreneurial energetic, and imaginative.
- Knowledge and skill in the use of a computer including Microsoft Office Suite: Word, Excel, PowerPoint, and other office-oriented software.
- Data entry and file set-up.
- Ability to learn applicable laws, codes, ordinances and regulations underlying general plans, zoning and land subdivisions.
- Skill in effective oral and written communications.
- Skill in effectively managing multiple projects.
- Ability to effectively communicate and interact with supervisors, other employees, government officials, and the general public.
- Ability to interpret a variety of instructions furnished by management in written, oral, diagram, or schedule form.
- Experience in prioritizing, planning, and scheduling, works independently in the absence of specific instructions or supervision.
- Ability to comprehend complex policies, procedures, regulations, organizational structures etc. in a short time frame.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to operate various machines and/or equipment; and reach with hands and arms. The employee frequently is required to talk and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. It is a primarily office environment, although site trips in the field are sometimes required.



CITY OF HARDEEVILLE, SC

PERSONNEL REQUEST FORM

FY: 19

Reports to which Department: Building Services

Proposed Position Title: Inspector

Qty: 2

Justification:

Increased production of residential/commercial construction in existing residential developments. New developments - Minto Communities/Latitudes. After talking with Minto, daily inspection totals of 30-50 inspections will double by July.

Proposed Salary \$ 36,000

FICA (SS/Medicare) \$ 2754

Retirement \$ 4827.6

Health \$ 12330.96

Worker's Compensation \$ 106.92

Total Annual Expense \$ 20055.48

Attach Job description

City of Hardeeville South Carolina



Class Title: Building Inspector
Department: Building Department
Reports to: Building Official

General Purpose of the Job

Under general supervision from the Building Official, performs skilled inspection work to secure compliance with the city's building, mechanical, energy, plumbing, property management codes and related regulations.

Essential Duties and Responsibilities

- Inspects buildings in the process of construction, alteration, or repair for compliance with code requirements and for application of safe construction practices; stops construction until deficiencies are corrected
- Interprets code requirements and answers questions from contractors, builders, architects, engineers, homeowners, and the public; assists and advises the general public in matters related to construction and code requirements
- Prepares written reports and keeps records regarding inspections

Other Skills and Abilities

- Extensive knowledge of local plumbing, mechanical, building and electrical codes and current construction procedures and technology
- Interpretation of codes in the field and ability to provide code compliant solutions
- Must possess the ability to positively interact with the other staff members, the general public, contractors, government entities and other clientele

- Excellent verbal and written communication skills
- Good time management, organization, and attention to detail skills
- Demonstrate ability to exercise initiative and a considerable amount of independent judgement

Minimum Qualifications

- Must have 2+ years' experience as a code inspector under ICC guidelines
- Obtain ICC Certifications in multiple disciplines
- Must possess valid driver's license



CITY OF HARDEEVILLE, SC

PERSONNEL REQUEST FORM

FY: 2019

Reports to which Department: Police

Proposed Position Title: Corporal Detective

Qty: 1

Justification:

To help alleviate the increased case load of active investigations.
To meet with the growth of the city and to comply with the 10 year C.I.P. plan.

Proposed Salary \$ 41279

FICA (SS/Medicare) \$ 3157.84

Retirement \$ 7116.50

Health \$ 1006

Worker's Compensation \$ 2215.65

Total Annual Expense \$ 54774.99

Attach Job description

City of Hardeeville South Carolina



Class Title: Corporal Detective – Criminal Investigations
Department: Police Department
Reports to: Detective Sergeant

Job Summary

Conducts through criminal, narcotics, juvenile, vice and other investigations. Investigates all serious crimes against persons and property, for effecting the arrest and prosecution of the perpetrator of a crime and for recovery of stolen property in crimes, depending on assignment.

Essential Functions

- Interviews complainants, victims and witnesses; gathers physical evidence and preserves evidence for court purposes.
- Develops intelligence information on the activities of individuals associated with criminal activity, thereby taking a pro-active strategy to prevent crime or to establish sufficient probable cause for making an arrest.
- Uses technical surveillance/recording equipment as required for obtaining evidence of criminal activity.
- Investigates, apprehends, arrests, and detains criminal suspects.
- Evaluates problems within the community from a criminal investigator's viewpoint.
- Performs all duties associated with General Sessions Court, Family Court, preliminary hearings, Coroner's jury, and municipal court.
- Completes and submits investigative reports.
- Remains abreast of all federal and state laws and City of Hardeeville ordinances.
- Attends required training and continuing education classes; maintains required level of proficiency in the use of firearms and emergency vehicle operation.

- Receives, reviews, prepares and/or submits various records and reports including incident/accident reports, evidence sheets, laboratory reports, court documents, schedules, validations, statements, booking reports, criminal histories, warrants, subpoenas, after action reports, investigative reports, statistical reports, performance appraisals, correspondence, memos, etc.
- Interacts and communicates with various groups and individuals such as immediate supervisor, Police Chief, City Department Heads, employees, co-workers, subordinates, court personnel, attorneys, other local, state, and federal law enforcement agencies, community leaders and organizations, suspects, victims, witnesses, and the general public.
- Performs any other tasks that may be directed by the Chief of Police.



CITY OF HARDEEVILLE, SC
PERSONNEL REQUEST FORM

FY: 18-19

Reports to which Department: Court

Proposed Position Title: Assistant Court Clerk (part-time)

Qty: 1

Justification:

Due to the high volume of inputting data, phone calls and attaching scanned cases in a timely manner a third person is needed. The two current employees are completing all the clerk work while also focusing on the Judge's duties which should separate. If one of the employees is absent, the office is completely handled by one person only.

Proposed Salary \$ N/A

FICA (SS/Medicare) \$

Retirement \$

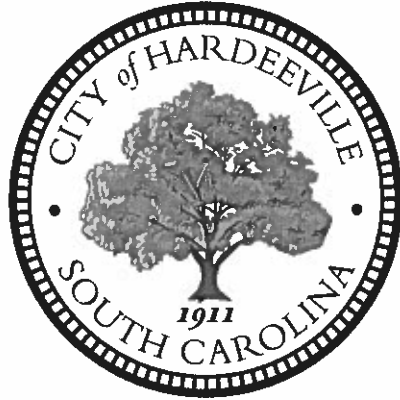
Health \$

Worker's Compensation \$

Total Annual Expense \$ _____

Attach Job description

City of Hardeeville South Carolina



Class Title: Assistant Clerk of Court (part-time)
Department: Municipal Court
Supervised by: Municipal Court Judge (in accordance with The City of Hardeeville Employee Policy)

Performance Responsibilities:

1. Assists the Clerks of Court in handling incoming phone calls for Municipal Court and the Police Department
2. Assists in receiving and processing payments made to the Municipal Court using the Court Cases Management System
3. Assists in dispersing information and messages to the Municipal Court and Police Department as needed
4. Assists in inputting traffic tickets in the Court Case Management System
5. Assists the Clerk of Court during criminal/traffic court
6. Assists in rescheduling municipal court cases and notify parties involved
7. Performs clerical duties and special tasks assigned by the Municipal Judges and/or Clerk of Court.
8. Assist in scanning, filing, organizing accordingly all Criminal/Traffic tickets
9. Cover the responsibilities of the Clerk of Court or Senior Clerk of Court in his/her absence.



CITY OF HARDEEVILLE, SC

PERSONNEL REQUEST FORM

FY: 19

Reports to which Department: Finance

Proposed Position Title: Accounts Receivable Clerk

Qty: 1

Justification:

This position will be responsible for processes to include revenue collections, invoicing, and reimbursements due to the City. Additional assignments will include Fire Service billing and coordinating Local Accommodation and Local Hospitality tax collections with the Business License Coordinator when Code Enforcement is necessary to remedy delinquent accounts.

Proposed Salary \$ 35,000

FICA (SS/Medicare) \$ 2,677.50

Retirement \$ 4,693.50

Health \$ 5,671.68

Worker's Compensation \$ 103.95

Total Annual Expense \$ NaN

Attach Job description

City of Hardeeville, SC



Class Title: Accounts Receivable Clerk
Department: Finance
Reports to: Finance Director
Salary Grade: 12 (\$34,140 - \$45,027)

General Purpose of the Job

This position is responsible for receiving and processing all funds for multiple department's orders, invoices, statements, and payments to vendors and handling the resolution of account discrepancies and procedural inquiries. Work is performed under the limited supervision of the Finance Director.

Essential Duties and Responsibilities

- Prepare and timely distribute invoices for payments due to the City as prescribed in Intergovernmental Agreements, Memorandum's of Understanding and similar binding documents.
- Review records and for completeness and compliance with financial policies, procedures and contractual requirements.
- Follow up on any delinquent payments and other discrepancies.
- Serve as liaison between departments and customers in the resolution of financial problems and inquiries.
- Have knowledge of various municipal tax collection programs.
- Assist the City Manager, Finance Director and department heads with accounting needs.
- Prepare records/reports as needed in various forms, i.e. presentations, spreadsheets, memorandums and etc.
- Perform other duties as assigned.

Other Skills and Abilities

- Must be able to multi-task with great organizational and public relation skills (orally and in writing).
- Knowledge of standard accounts receivable policies, procedures and regulations.
- Skilled in Microsoft Word, Excel and PowerPoint and standard office equipment.
- Ability to compile, analyze and evaluate data.
- Ability to maintain a high level of confidentiality.

Minimum Qualifications

- Possess an Associate's Degree in Accounting, Business Administration or related field, or equivalent experience.
- Demonstrable knowledge of GAAP and governmental accounting standards.
- Experience with INCODE software a plus.
- Pass a national background check and drug screen.
- Possession of a valid State issued driver's license.



CITY OF HARDEEVILLE, SC

PERSONNEL REQUEST FORM

FY: 19

Reports to which Department: Public Works

Proposed Position Title: Maintenance Worker II

Qty: 1

Justification:

Maintenance Worker II's with experience in general building maintenance including janitorial, HVAC maintenance, lighting, etc. to provide a full time building maintenance employee for regular preventative maintenance and minor repairs to City buildings.

Proposed Salary \$30,257 (14.55/hour)

FICA (SS/Medicare) \$2314.66

Retirement \$4057.46

Health \$12330.96

Worker's Compensation \$1891.06

Total Annual Expense \$ 50,851.15

Attach Job description

City of Hardeeville South Carolina



Class Title: Maintenance Technician II
Department: Public Works
Reports to: Maintenance Supervisor

Job Summary

Under direction, performs daily operation, maintenance and repair activities of outdoor and/or indoor public areas including rights-of-way, easements, parks, and other City owned buildings and properties. Performs duties without direct supervision. All work will be done in compliance with EPA and OSHA safety rules and regulations. All other duties deemed necessary by the Maintenance Supervisor.

Responsibilities and Duties

- Handles daily functions assigned by Maintenance Supervisor.
- Operate all department light equipment and vehicles including: mowers, weed-eaters, trimmers, etc.
- Performs daily scheduled preventative maintenance on vehicles and equipment.
- Performs construction and maintenance tasks related to streets, fences, benches, drinking fountains, sidewalks, gutters, and storm drains.
- Performs cleaning of ditches and culverts, removal of trash and litter from roads and ditches and other public areas.
- Performs construction and maintenance tasks related to City buildings and facilities.
- Works as part of a maintenance crew/team and/or independently and performs duties under direction from Maintenance Supervisor.

Materials and Equipment Used

Landscaping/Garden/Agricultural Powered and Unpowered Tools (string trimmer, hedge clippers, chainsaw, mower, etc.)

Vehicle (pickup, trailer, UTV)

Compact Heavy Equipment and Attachments (Loader, Mini-Excavator, Tractor, etc.)

Minimum Qualifications Required

Education and Experience: General Education Diploma (GED) or 12 months of related experience and/or training; any combination of education, training, and experience which provides the required knowledge, skill, and abilities to perform the essential functions of the job.

Licenses and Certification:

Valid South Carolina Driver's License

HAZWOPER/OSHA Level II (8 Hour)

SCLTAP Flagger Training

SCLTAP Chainsaw Safety

ASHI CPR and AED Certification

Knowledge, Skills, and Abilities

Language Skills: Ability to read and comprehend moderately complex instructions. Ability to print and speak moderately complex sentences.

Mathematical Skills: Ability to add, subtract, multiply and divide multiple digit numbers. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out multiple step instructions. Ability to deal with standardized situations with a minimal number of variables.

Mental and Physical Abilities to: Concentrate and pay close attention, make decisions while under stressful conditions; while performing the essential functions of this job the employee is frequently required to walk, stand, sit, use hands to feel, see objects at close range, climb or balance, stoop, kneel, crouch, crawl, talk or hear, and occasionally lift and/or move objects up to 100 pounds.

Working Conditions: Work is performed in the field with exposure to outdoor temperatures, dirt and dust; the incumbent's working conditions are typically to include working near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and the use of heavy equipment.