



## **ALLENDALE COUNTY**

**Job Posting: INTERNAL AND EXTERNAL APPLICANTS**

**Department: PUBLIC WORKS Post Date 01/29/20**

**Position Title: (2) FULL-TIME PUBLIC WORKS**

**Closing Date 02/12/20**

**SALARY RANGE - DEPENDING ON EXPERIENCE**

### **FUNCTION**

Under supervision, works in the County Public Works Department. This includes building maintenance, solid waste issues, roads and supplementary systems, county grounds as well as other "public works" issues. The position requires the ability to work together with interrelated departmental activities. Reports to the Department Head.

### **DUTIES AND RESPONSIBILITIES**

- Field maintenance and repair for county projects.
- Service and maintenance of county equipment and vehicles.
- Able to resolve complaints concerning public works projects.
- Identifies roads which should be improved through rocking program.
- Develops various work requests and work order forms.
- Maintains good public relations
- Performs related duties as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the construction, maintenance and repair of roads.
- Considerable knowledge of the repair of equipment and vehicles.
- Ability to prepare various forms, documents, etc. dealing with various aspects of public works.
- Ability to establish and maintain effective working relationships with subordinates and the general public.
- Knowledge of solid waste issues.
- Ability to see possible problems and issues and respond effectively.

**MINIMUM TRAINING AND EXPERIENCE**

- 5 years of public works experience.
- Must possess a valid South Carolina driver's license
- Clean DMV record
- CDL is required for this position (will have 3 months to obtain from date of employment)
- Must be able to undergo and pass a SLED background check
- Pass a pre employment drug screen
- Must have reliable transportation

**FRINGE BENEFITS INCLUDE:**

- SC State Retirement
- Annual and Sick Leave
- Health Insurance
- Dental and Vision Benefits
- Payroll deducted Supplemental Insurance

All interested candidates must submit a **JOB APPLICATION FORM** to Allendale County Human Resource Office, located at Allendale County Administration Office, 526 Memorial Avenue, Allendale, SC 29810 or call 803-584-3438, prior to closing date.

**JOB OFFER IS CONTINGENT UPON SUCCESSFUL COMPLETION OF DRUG SCREEN AND SLED BACKGROUND CHECK. ALLENDALE COUNTY WILL BE RESPONSIBLE FOR THE COST OF THE DRUG SCREEN AND THE APPLICANT WILL BE RESPONSIBLE FOR THE COST OF THE SLED BACKGROUND CHECK.**

**Allendale County is an Equal Opportunity Employer.**