City of Greenville
Employment Bulletin
May 6, 2019

Apply for positions by browsing to jobs.greenvillesc.gov. Use your computer or one located in the Human Resources Department (2nd floor of City Hall at 206 South Main Street in downtown Greenville). Office hours are 8:00 a.m. until 5:00 p.m. Monday through Friday. The City of Greenville will provide reasonable accommodations for otherwise qualified individuals. The City of Greenville does not discriminate on the basis of age, disability, gender/sex, race, color, religion, national origin, veterans’ status, or genetic information. The City of Greenville is an equal employment opportunity employer. (HR 1.2 Equal Employment Opportunity)

ECONOMIC & COMMUNITY DEVELOPMENT

Planning Coordinator – Salary Range: $33,238 - $49,857
Provides general assistance in the administration of the land management and related ordinances. Provides technical assistance to applicants regarding ordinance regulations. Works closely with the Permit, Legal, Revenue, and City Clerk Divisions to ensure compliance with City standards. Coordinates and manages the Planning Division permit tracking, Boards and Planning Commission support, subdivision requests, recombination requests, annexation requests, and zoning inquiries to support the Planning & Zoning Division. Coordinates with other departments on planning projects and building permits. Manages and updates division website to include monthly Boards/Commission public notices, agendas and day to day file management. Performs ongoing reviews of division process and activities and makes recommendations for improvement. Responds to inquiries from the public regarding the Planning & Zoning Division and other City of Greenville inquiries. Implements new policies, rules and regulations. Organizes and schedules induction and training sessions for new employees. Provides administrative support to the Planning & Development Manager and Planning staff. Implements and monitors fiscal/monthly operating budget. Manages division receivables and accounts payable to include applicant fees and refunds. Processes payroll timesheets and monitors division calendar. Organizes office functions in-house and external. Performs additional duties including greeting public walk-ins, setting up staff appointment/meetings, and monitoring and maintaining office equipment and supplies as needed. Bachelor’s degree in Planning, Business Management, or related field. Over 2 years of experience in Planning or a related field. Additional experience in Microsoft Office Programs, ArcMaps, GIS, analytic and reporting software, and permit software is preferred. A valid South Carolina driver’s license. SC Notary Public preferred. Cut-off Date: Until Filled

PARKS & RECREATION

Recreation Leader (Part-time) – Hourly Range: $12.66 - $18.98
Under the direction of the Community Center Supervisor, assists with organizing, monitoring, leading, and conducting social, recreational, and cultural activities within the Parks and Recreation Department, including day camps, afterschool programs, youth and adult sports activities, special events, and various other activities. Promotes assigned recreation programs, scheduling, and enrolling students and collecting fees. Ensures program participants understand and comply with City, department, and program rules and procedures, while providing for participant safety and maintaining order and proper conduct. Acts as a liaison between parents, staff, and school personnel. Sets up and breaks down equipment and City facilities for activities and events; maintain facilities and equipment. Safely transports participants in City-provided passenger bus. Performs a variety of administrative duties such as preparing, typing, duplicating, and filing materials; logging and recording information; creating and maintaining records and files; and answering telephones and scheduling activities. Works evening and weekend work hours. High school diploma plus six months to one year of advanced study or training in Recreation is required. Under and including one year of experience in Recreation is required. A valid South Carolina driver’s license required. First Aid and CPR certification within three weeks of hire. Cut-off Date: Until Filled
**Recreation Program Coordinator** – Salary Range: $33,238 - $49,857
Under the direction of the Recreation Programs Manager, assists with the planning, development, marketing, and implementation of recreation programs. Assists with promoting all Recreation programs, including social media efforts, direct mail, school visits, etc. Maintains marketing calendar. Coordinates the Mobi-Rec and Playstreets programs. Ensures a safe environment for all participants, recognizing safety concerns as they may arise. Maintains current knowledge of recreation best practices, and implements different methods/approaches, as they are appropriate to the program environment. Compiles and submits accurate program records and accident/incident reports. Collects fees and maintains inventory of equipment. Works flexible hours to include evenings and weekends. Bachelor’s degree in Parks and Recreation, Sports Management, Physical Education, or related field is required. Over one year of experience in the recreation field is required. A valid South Carolina driver’s license required. First Aid, CPR, AED certified. **Cut-off Date: Until Filled**

**Tree Service Tech II** – Salary Range: $31,054 - $46,592
Assists in performing tree services operations such as tree removal and tree pruning. Responsible for the installation of the City’s Holiday light displays. Installs and remove City's street pole banners. Supports special events and other specialized activities. On call for tree emergencies and weather-related events. Performs other duties as assigned. A high school diploma or equivalent plus six months to one year of advanced study or training in Arboriculture/Tree Maintenance are required. Over one year of experience in Arboriculture / Tree Maintenance is required. Must have or obtain a valid South Carolina Commercial Learner’s Permit (CLP) within 3 weeks of hire. Must have or obtain a valid Class B South Carolina Commercial Driver’s License (CDL) with air brake provisions within 3 months of hire. **Cut-off Date: Until Filled**

**PUBLIC INFORMATION & EVENTS**

**Customer Service Representative (Greenville Cares)** – Salary Range: $27,622 - $41,433
Receives service requests, complaints, concerns, and inquiries from the public. Provides customer service and communicates with citizens on the phone, via e-mail and in person to determine the nature of their issue. Enters information into the appropriate computer program and/or service request software routing service request to appropriate employee or department. Greets, answers questions, and provides general information to visitors. Provides clerical support and other administrative assistance as assigned. High School diploma is required. Over one year of experience as a secretary, administrative assistant, or in customer service is required. **Cut-off Date: Until Filled**

**PUBLIC TRANSPORTATION**

**Bus Operator** – Salary Range: $29,286 - $43,929
Operate a bus through light to heavy City traffic, for the purpose of carrying passengers in a safe manner and in accordance with the City, County, State, and Federal laws, as well as City rules and policies. Collect fare, assist ADA passengers as needed while safely performing operation procedures. Monitor bus, weather conditions, and safety of passengers. High school diploma or equivalent is required. Over one year of bus driving experience or an equivalent combination of the required knowledge, skills, and abilities necessary to perform the job is required. Previous driving experience as a bus operator with a transit system, or as an over the road coach operator is preferred. A South Carolina Class B CDL Commercial Driver’s License with passenger endorsement and no air brake restriction. CDL Medical Examiners Certificate. **Cut-off Date: Until Filled**

**Lead Bus Servicer** – Salary Range: $27,622 - $41,433
Coordinates tasks of temporary Bus Servicers; oversees cleaning and maintenance of buses and facilities and monitors for quality assurance. Coordinates the cleaning of the inside and outside of transit vehicles using pressure washers, special chemicals, mops, and brooms. Cleans, repairs, and maintains shop equipment. Cleans office space and bathrooms of maintenance facility. Performs all bus service and facility cleaning tasks as necessary in the absence of temporary Bus Servicers. Recommends supply purchases. Ensures that all transit vehicles are fueled as necessary. Oversees the fueling and fluids check for all transit vehicles as necessary. Performs clerical responsibilities. Assures security of the vaults and the accuracy of the fare box probe. Picks up and delivers buses as needed. Records tread depth and tire pressure on all buses at specified intervals through the Tire Check Program. High school diploma or equivalent is required. Over one year up to and including two years of experience of custodial or vehicle-detailing experience is required. A valid Class B South Carolina Commercial Learner’s Permit with Passenger endorsement is required. Once in classification, employee must obtain corresponding Class B Commercial Driver’s License with Passenger endorsement within 4 months. **Cut-off Date: Until Filled**

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Operates a trolley through light to heavy City traffic for the purpose of carrying passengers in a safe manner and in accordance with the City, County, State, and Federal laws, as well as City rules and policies. Assists ADA passengers as needed while safely performing operation procedures. Monitors trolley, weather conditions, and safety of passengers. High School diploma plus six months to one year of advanced study or training in passenger transport is required. One year of bus or trolley driving experience, or an equivalent combination of the required knowledge, skills, and abilities necessary to perform the job is required. Previous driving experience as a bus operator with a transit system, or as an over the road coach operator is preferred. Ability to speak in public on a PA system. A South Carolina Class B Commercial Driver’s License (CDL) with passenger endorsement and no air brake restriction is required. CDL Medical Examiners Certificate. **Cut-off Date: Until Filled**

HVAC Technician – Salary Range: $35,547 - $53,310
Under the direction of Building Maintenance Supervisor, installs, maintains, and repairs heating, air conditioning, and refrigeration (HVAC) systems and units. Maintains City buildings in comfortable working environment. Adds or replaces new equipment and troubleshoots current equipment as necessary. High school diploma or equivalent along with advanced study or training in HVAC technical school required. Over two years of experience in the HVAC field required. A valid South Carolina driver’s license required. Universal refrigeration certification required. Municipal Association of SC Journeyman certification in HVAC required within 6 months of employment. **Cut-off Date: Until Filled**

Parking Attendant-Events (Temp Part-time) – Hourly Rate: $11.25
Provides services during event parking scenarios or as ambassadors for expected mass exits from parking facilities with a high level of customer service. Collects funds from customers as they enter the facility, directs traffic to a parking space, sets up facility prior to event, and breaks down at conclusion of event. In some instances, directs traffic out of facility and in the street after events. As an ambassador, assists customers with the pay stations during heavy traffic and protects residential, monthly and hotel spaces. Schedule flexibility is important as events take place during the day, at night and on weekends. High School diploma or equivalent is required. No experience required. A valid SC driver’s license required. **Cut-off Date: Until Filled**

Parking Facilities Specialist (2nd Shift) – Salary Range: $26,332 - $39,478
Working with other Call Center staff, monitors and provides customer service to parking facilities using closed-circuit television (CCTV) and parking software. Responds to problems and dispatches personnel as necessary. Collects daily revenues from pay in lane equipment, restocks coins, and assists with revenue verification. Handles various equipment problems that may occur and makes necessary equipment repairs to include gates, ticket dispensers, elevators, fire systems, pay stations, and others as needed. Monitors exits in order to prevent gate breaks, tailgating, and other violations. Monitors parking software and addresses issues as they arise.Troubleshoots communication issues as necessary and contacts IT for support if unable to address issue. High School diploma or equivalent is required. At least one year of experience in customer service, preferably in parking operations environment. Must be able to effectively communicate with a variety of customers and maintain composure in difficult situations as well as be a skilled ambassador for the City. Call center or surveillance/dispatch experience preferred. Proficient in use of Access database and Outlook. A valid South Carolina driver’s license required. **Cut-off Date: Until Filled**

As assigned, operates a variety of regular-drive solid waste vehicles, to include Rear Loader Garbage Truck, Clam Truck, Roll-Off Truck and Flatbed Truck in order to collect and dispose of residential solid waste and recycling materials. Transports materials to designated transfer station or disposal facility. Complies with all safety guidelines including inspection of equipment, use of personal protective equipment, following safe practices, and reporting safety issues to the appropriate supervisor(s). Assists other employees, departments, and interacts with residents. High school diploma or equivalent is required. Over 6 months experience operating heavy equipment is required. Experience operating solid waste collection vehicles is preferred. Must have or obtain a Commercial Learner’s Permit (CLP) within 3 weeks of hire. Must have or obtain a Class B South Carolina CDL with air brake provisions within 3 months of hire. **Cut-off Date: Until Filled**

**PUBLIC WORKS**

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**Stormwater Tech I – Salary Range: $27,622 - $41,433**

Under direction of the Stormwater Supervisor, installs and maintains stormwater systems throughout the City. Builds and repairs catch basins, installs storm pipe, and inspects and cleans storm system. Cuts grass and makes repairs at landfill. Levels ditches to proper grade. Landscape construction site at job completion. Operates a variety of light and heavy equipment, as well as, hand tools in performance of job duties. Work during inclement weather conditions (i.e. snow and ice) by operating sanders, loaders, snowplows, and other specific equipment necessary to clear and maintain roads and walkways. Assist other departments with general installation, maintenance and cleaning projects. High school diploma or equivalent is required. Over 1 year of experience in a public works, utility, or construction field is required. Must have a valid South Carolina Class D license. Must have or obtain a South Carolina Class B Commercial Learner's Permit (CLP) within 3 weeks of hire. Must have or obtain a South Carolina Class B CDL with tanker endorsement and air brake provision within 3 months of hire. Confined Space, Trenching and Shoring, Competent Person Safety Certification, and Traffic Control Training within six months of employment. **Cut-off Date: Until Filled**

**Streets Cleaning Tech II - Salary Range: $33,238 - $49,857**

Under limited supervision, assist in the removal of litter from streets, sidewalks, and parking garages located in the City. Clear and treat streets during seasonal weather including, removing leaves and debris, ice and snow, and sanding bridges. Ensure sweeper truck is ready for use by conducting daily inspections of the engine area, engine oil and other fluid levels. Sweep all streets on daily work order route. Operate backpack blower, dust pan, broom, pick stick, and snow plow and sander truck. Six (6) months to one year of advanced study/training past the high school equivalency is required. Over four (4) years up to and including six (6) years of experience in a public works, utility, or construction field is required. Sweeper operator is a plus. Must have a South Carolina Class D License and must have or obtain a Class B Commercial Learner's Permit (CLP) within 3 weeks of hire. Must have or obtain a Class B South Carolina CDL with air brake and tanker endorsements within 3 months of hire. **Cut-off Date: Until Filled**

**Streets Concrete Tech I – Salary Range: $27,622 - $41,333**

Under the direction of the Concrete Supervisor, maintains City streets, sidewalks, and buildings. Rehabilitates existing sidewalks and curb gutters, as well as installs new sidewalks, slabs, and walls. Cleans storm drain gates, washes sidewalks, lays pavers, installs culverts and storm drains, assists in engineering design, interprets blueprints, cuts steel, and constructs buildings from site work to completion. Must understand surveying fundamentals, as well as understand and comply with trenching and shoring policies and procedures. High school diploma or equivalent is required. Over 1 year of experience in a public works, utility, or construction field is required. Must have a valid South Carolina Class D license. Must have or obtain a South Carolina Class B Commercial Learner's Permit (CLP) within 3 weeks of hire. **Cut-off Date: Until Filled**

**Wastewater Combination Truck Operator – Salary Range: $33,238 - $49,857**

Operates combination sewer cleaning truck for the preventative maintenance of wastewater systems. Assists construction crews to identify utilities or to excavate in difficult areas. Reviews and schedules preventative maintenance including pre-planning for traffic control situations as well as easement issues. Responds to wastewater and storm emergencies as required. May operate additional equipment for the Public Works after hour on call program and during inclement weather (snow and ice). High school diploma required. Over 2 years of experience in a public works, utility, or construction field is required. Must have or obtain a South Carolina Class B Commercial Learner's Permit (CLP) within 3 weeks of hire. Must have or obtain a South Carolina Class B CDL with tanker endorsement and air brake provision within 3 months of hire. To be obtained within six months of employment: Confined Space Certification, Competent Person Safety Certification, and Traffic Control Training. **Cut-off Date: Until Filled**

**Wastewater Tech I – Salary Range: $27,622 - $41,433**

Under the direction of the Wastewater Repair Supervisor, performs a variety of technical and skilled duties in the restoration, rehabilitation, and repair of the City's wastewater system. Operates a variety of light and heavy equipment, as well as, hand tools in performance of job duties. Installs new wastewater pipe where old existing pipe has failed. Performs confined space entry and trenching and shoring operations. Participates in after-hours on-call duty requiring working after normal working hours and holidays to resolve emergency situations. Supports inclement weather operations (i.e. snow and ice) by operating specific pieces of equipment such as sanders, loaders, and plows. High school diploma or equivalent is required. Over 1 year of experience in a public works, utility, or construction field is required. Must have a valid South Carolina Class D license. Must have or obtain a South Carolina Class B Commercial Learner's Permit (CLP) within 3 weeks of hire. Must have or obtain a South Carolina Class B CDL with tanker endorsement and air brake provision within 3 months of hire. **Cut-off Date: Until Filled**
**Wastewater Tech II – Salary Range: $33,238 - $49,857**

Under the direction of the Wastewater Repair Supervisor, perform a variety of technical and skilled duties in the restoration, rehabilitation, and rebuilding of the City's wastewater system. Operate a variety of heavy and light equipment in the performance of job duties. Act as lead worker in absence of supervisor and assist in the training of new employees. Participate in after hours on-call duty requiring working after normal hours and holidays to resolve emergency situations. Work during inclement weather conditions (i.e. snow and ice) by operating specific pieces of equipment necessary to clear and maintain roads and walkways. Operator for the Public Works on-call system after hours. High school diploma or equivalent is required. Over 2 years of experience in a public works, utility, or construction field is required. Must have a South Carolina Class B Commercial Driver’s License (CDL). Must have or obtain a South Carolina Class A Beginner’s Permit within 3 weeks of hire. Must have or obtain a South Carolina Class A CDL with tanker endorsement and air brake provision within 3 months of hire. **Cut-off Date: Until Filled**