

## CURRENT JOB VACANCIES FOR BRUNSWICK COUNTY GOVERNMENT

**NOVEMBER 18, 2009**

<http://www.brunswickcountync.gov>

Applicants meeting the minimum requirements for the position should contact  
The Employment Security Commission of NC,  
5300-7 Main Street, Shallotte, NC 28470, (910) 754-6120 to obtain the appropriate application  
<http://www.ncesc.com/> [esc.jobs.shallotte@ncmail.net](mailto:esc.jobs.shallotte@ncmail.net)

Application must be received by Employment Security Commission by 5:00 p.m. on closing date if applicable

Residency requirement applies to positions marked with \*\*\* only. Those indicated must establish legal residency within Brunswick County within twelve (12) months from the date of initial employment.

**FINAL APPLICANT SUBJECT TO PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK**  
(Employees working in Safety Sensitive Jobs are subject to random drug screens and periodic Driver's License checks)

### **BOARD OF ELECTIONS**

**Listing Date: November 11, 2009**

CODE	POSITION	SALARY	CLOSING DATE
104170059N	Elections Technician	\$12.12-\$19.39/hr	Open Recruitment

Answers telephone, greets visitors; receives inquiries and provides information or refers inquiries to appropriate personnel; responds to inquiries regarding voters registration or election laws; provides information to the public, government offices elected officials, news media, candidates, political party representatives, etc., as requested. Registers voters in person; verifies identities utilizing Department of Motor Vehicle information and computer systems; receives and reviews voter registration applications, evaluates qualifications of voters as determined by law; processes applications, including applications from other jurisdictions; transfers non-resident applications to proper jurisdictions. Maintains and updates voter registration records, cancellations, remove records of all convicted felons, deceased person, those who no longer live in the County, etc.; updates all records as necessary entering data into computer system to keep master files current; Performs all other duties as assigned by the Board of Elections. **REQ:** Associates degree and one (1) to two (2) years of experience in clerical work with experience using Microsoft Office and Windows XP; or any equivalent combination of training and experience providing the required knowledge, skills, and abilities. Valid State DL

### **SERVICE CENTER**

**Listing Date: October 7, 2009**

CODE	POSITION	SALARY	CLOSING DATE
104250064N	Mechanic Technician-Diesel	\$16.43-\$26.28/hr	Open Recruitment

Under general supervision, performs skilled mechanical work in the repair and maintenance of diversified automotive diesel and construction equipment. Work involves diagnosing malfunctions in automotive equipment, removing and replacing worn or broken parts and fluids; and maintaining records of work performed. Employee must exercise independent judgment and initiative in diagnosing problems with automotive equipment and completing indicated repair work. Reports to the Service Center Manager. **REQ:** Graduation from technical, vocational, or dealership schooling including or supplemented by course work in automotive mechanics, and one to two years experience as an automotive diesel mechanic; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Valid State DL

### **OPERATION SERVICES**

**Listing Date: November 11, 2009**

CODE	POSITION	SALARY	CLOSING DATE
104280072E	Maintenance Superintendent	\$23.32-\$37.31/hr	Open Recruitment

Under limited supervision, plans, assigns and supervises the work of supervisory, skilled and semi-skilled workers engaged in the maintenance and care of County buildings. Work involves maintaining all county buildings to ensure that they are secure, safe, clean, and operational; compiling material lists to complete each job; coordinating employees for each job; verifying that all necessary materials and tools needed for the job are at the job site; maintaining a safe job site for employees, other county employees, and general public; reconciling complaints brought by other county employees and public against employees under supervision; preparing quotes to purchase materials, and tools; overseeing and managing county construction projects; and hiring contractors. Supervise department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination, and salary increases. Reports to the Director of Operation Services. **REQ:** Five (5) to Seven (7) years of experience in maintenance or construction, and a minimum of three (3) years supervisory experience; a licensed contractor, degree in construction management, or business management preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Valid State DL

**SOCIAL SERVICES**Listing Date: **November 11, 2009**

CODE	POSITION	SALARY	CLOSING DATE
145310063N	Income Maintenance Caseworker II	\$15.56/hr	Open Recruitment

Performs all eligibility functions of intake processing and review of cases. Interviewing clients to obtain required information, completing initial applications, verifying information obtained, determining eligibility and completing scheduled program review. Work includes documentation and accurate completion of pertinent forms. Work involves direct or indirect contact with client's families or representatives and collateral's in order to gather and verify information necessary to determine client's eligibility. Performs other duties as required. **REQ:** One year of experience as an Income Maintenance Caseworker I. Valid State DL

**PUBLIC UTILITIES**Listing Date: **October 28, 2009**

CODE	POSITION	SALARY	CLOSING DATE
617140A65N	Utility Foreman	\$17.29-\$27.66/ hr	Open Until Filled

Under limited supervision, performs specialized skilled work as related to the Brunswick County utility system and related appurtenances. Work involves coordinating the work of mechanics and technicians involved in service tap installation, utility locations, preventive maintenance, repair, and operations of the utility systems. Work also involves assistance with safety procedures, standard operating procedures, and coordinating training required for maintenance personnel. Responsible for assisting in the preparation of a variety of reports and maintaining records as related to the utility system. Must exercise initiative and independent judgment in completing assignments. Reports to the division superintendent. Performs other related duties as required. **REQ:** High School/GED. Possession of Grade A Water Distribution System Operator or a Grade IV Water Pollution Control Collections systems Operator Certificate (depending in specific employing division) issued by the State of North Carolina. In lieu of Grade A Water Distribution System Operator or Grade IV Water Pollution Control Collection System Operator Certificate, a combination of a Grade B Water Distribution System Operator or a Grade III Water Pollution Control Collection System Operator Certificate and 10years of experience in water distribution and/or wastewater collections systems may be used to meet this requirement. Must possess a valid NCDL and a valid NC CDL or ability to attain the CDL with 6 months of hire. Valid State DL

**PUBLIC UTILITIES**Listing Date: **November 4, 2009**

CODE	POSITION	SALARY	CLOSING DATE
617170066N	Instrumentation and Electrical Foreman	\$18.15-\$23.59/ hr	Open Until Filled

Under limited supervision, performs specialized skilled work as related to the Brunswick County utility system and related appurtenances. Work involves overseeing the work of technicians, preventive maintenance, repair, and operations of the water/sewer utility systems. Work also involves assistance with safety procedures, standard operating procedures, and coordinating training required for maintenance personnel. Responsible for assisting in the preparation of a variety of reports and maintaining records as related to the water distribution/sewer collection system. Must exercise initiative and independent judgment in completing assignments. Performs other duties as required. Reports to the Instrumentation & electrical Superintendent. Applications must be submitted to the Shallotte Employment Security Commission (if faxed to the Shallotte ESC, applications must also submit the original application with signature). **REQ:** High School/GED; Electrical License or associate degree/certificate in instrumentation/electronics, electrical engineering technology, computer technology or related field, and seven (7) years of experience in instrumentation, electrical, and/or radio-related work; or equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess a valid NCDL and a valid NC CDL or ability to attain the CDL within 6 months of hire. Valid State DL

**EMERGENCY MEDICAL SERVICES**Listing Date: **October 28, 2009**

CODE	POSITION	SALARY	CLOSING DATE
104332064N	EMT-Paramedic	\$16.42 to \$26.28 HR	Open Recruitment

Two-person ambulance crew or solo paramedic operating an emergency medical response unit and administering emergency medical care to patients on-site and while en-route to hospital. **MIN REQ:** HS Grad/GED. Certification as a NC EMT-Paramedic; Basic Cardiac Life Support, Advanced Cardiac Life Support, Basic Trauma Life Support or Pre-hospital Trauma Life Support & Pediatric Advance Life Support. VALID DL

**EMERGENCY MEDICAL SERVICES**Listing Date: **October 21, 2009**

CODE	POSITION	SALARY	CLOSING DATE
104332064T	EMT-Paramedic – (Temp/Part-Time)	\$16.42 to \$26.28 HR	Open Recruitment

Two-person ambulance crew or solo paramedic operating an emergency medical response unit and administering emergency medical care to patients on-site and while en-route to hospital. **MIN REQ:** HS Grad/GED. Certification as a NC EMT-Paramedic; Basic Cardiac Life Support, Advanced Cardiac Life Support, Basic Trauma Life Support or Pre-hospital Trauma Life Support & Pediatric Advance Life Support. VALID DL

**EMERGENCY MEDICAL SERVICES**

Listing Date: January 2009

CODE	POSITION	SALARY	CLOSING DATE
104332 T	EMT-Intermediate – (Temp/Part-Time)	\$14.70/hr	Open Recruitment

Two-person ambulance crew operating an emergency vehicle and administering emergency medical care to patients on-site and while en-route to hospital. **MIN REQ:** HS Grad/GED; NC EMT-Intermediate Certification; Certifications in Basic Cardiac Life Support, Advanced Cardiac Life Support, Basic Trauma Life Support or Pre-hospital Trauma Life Support & Pediatric Advance Life Support desirable. Valid State DL

**EMERGENCY MEDICAL SERVICES**

Listing Date: January 2009

CODE	POSITION	SALARY	CLOSING DATE
104332 T	EMT – Basic (Temp/Part-Time)	\$12.98/hr	Open Recruitment

Two-person ambulance crew or solo paramedic operating an emergency medical response unit and administering emergency medical care to patients on-site and while en-route to hospital. **MIN REQ:** HS Grad/GED. Must have experience as an Emergency Medical Technician. Current certification as a NC Emergency Medical Technician required. Valid State DL

**CENTRAL COMMUNICATIONS**

Listing Date: January 2009

CODE	POSITION	SALARY	CLOSING DATE
104375060N	Telecommunicator I	\$12.98 - \$20.77/hr	Open Recruitment

Operates communication equipment receiving alarm signals, telephone and radio calls; transmits information, dispatching appropriate public safety agency or agencies in response. Serve on assigned shift. **MIN REQ:** HS Grad/GED and 6 months experience in public safety communications. Certification from a nationally recognized telecommunicator training organization and DCI computer terminal certificate preferred. Valid State DL

**CENTRAL COMMUNICATIONS**

Listing Date: January 2009

CODE	POSITION	SALARY	CLOSING DATE
104375 T	Telecommunicator I – (Temp/Part-Time)	\$12.98/hr	Open Recruitment

Operates communication equipment receiving alarm signals, telephone and radio calls; transmits information, dispatching appropriate public safety agency or agencies in response. Serve on assigned shift. **MIN REQ:** HS Grad/GED and 6 months experience in public safety communications. Certification from a nationally recognized telecommunicator training organization and DCI computer terminal certificate preferred. Valid State DL