



City of Greenville Employment Bulletin November 4, 2024

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BUILDING CODES & PROPERTY MAINTENANCE

Building Permit Specialist – Salary Range: \$37,731 - \$47,140

Under immediate direction and in compliance with straightforward and standardized policies, procedures, and rules, assists customers with permitting processes and inquiries via email, phone, and fax as well as in person. Assists in researching information for permits as needed. Supports walk-in and online customers in processing permit applications. Enters information into data management system and answers any questions that may arise. Receives fee payments for permits, non-resident contractor business license adjustments, property maintenance, Fire Department, and Zoning division. Balances cash drawer on a daily basis. Responsible for data and paper file maintenance. Creates and maintains electronic permitting and non-resident contractor license adjustment files. **Job Requirements:** High school diploma or equivalent. Over one (1) year of clerical office experience. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Customer service experience. Knowledge of construction drawings and/or plans. Experience handling and balancing payments. International Code Council Permit Technician certification. **Cut-off Date: Friday, November 8**

ECONOMIC DEVELOPMENT

Real Estate Development Manager (GCEDC) – Salary Range: \$95,100 - \$133,100

Within broad parameters and in accordance with general organizational requirements and accepted practices, manages and promotes the real estate economic development program for the Greenville City Economic Development Corporation (GCEDC) and the City of Greenville in alignment with the President & CEO. Proactively identifies strategic opportunities to achieve City and GCEDC economic development priorities, including through City-owned real estate, such as affordable housing, entrepreneurship, and other avenues. Strategically coordinates and facilitates a wide variety of public-private development projects ranging from mixed-use to retail to corporate headquarters to R&D/innovation districts. Routinely conducts in-depth analysis and reporting, including (but not limited to) detailed underwriting models, financial scenarios, etc. with extensive applied knowledge regarding Cap Rates, ROI, IRR, Net Present Value, Yields, etc. Along with the CEO, acts as a direct liaison and seasoned negotiator as is appropriate between the City and private developers and real estate brokers; and, effectively conveys the needs and desires of stakeholders to City officials. Develops and implements strategic initiatives to support the City's vision for downtown and major corridors, encouraging high quality growth and development to broaden the tax base for downtown and targeted areas within the City limits. Identifies and works with GCEDC and various City departments on improvements to the Central Business District and beyond. Manages the development and maintenance of databases for the City's current and constantly evolving inventory of retail, office, distribution and advanced manufacturing space/sites (i.e., CU-ICAR Campus), as well as prospective strategic sites for future development – that can be professionally packaged and routinely presented to potential developers and investors. Utilizes skills to analyze complex problems and identifying solutions. Consistently establishes and maintains positive working relationships with internal and external stakeholders, and effectively reports and presents facts, analysis, and recommendations in both oral and written form. Supervises assigned personnel. Reviews and approves outdoor dining, sidewalk, and construction encroachment permits. **Job Requirements:** Bachelor's degree in real estate, business administration, economics, public administration, planning or related field. Over six (6) years of direct professional experience in real estate brokerage and/or development. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Master's degree in a related field. Thorough knowledge of urban planning and downtown development program management, real estate and commercial development procedures, and public sector development procedures. Licensed real estate professional. AICP certification. **Cut-off Date: Until Filled**

FIRE

Fire Opioid Program Education Specialist – Salary Range: \$61,859 - \$84,843

This position is being funded through a grant and is time limited for up to three years. Under general direction and in compliance with standard operating procedures and policies, develops and delivers training programs for internal and external groups. Works with the Opioid Program Coordinator to develop and deliver training programs for internal and external stakeholders. Provides interagency coordination, including but not limited to Fire/EMS, Police, community partners and other healthcare resources to mitigate the opioid epidemic. Works with the Community Outreach Manager to schedule events and promote the Opioid Response Team. Identifies community partners to assist with new patient identification and treatment plans. Develops communication strategies regarding the City's response to the opioid crisis. Works with internal and external partners, community stakeholders and City staff to identify potential program candidates suffering from opioid addiction or associated mental health illnesses. Enrolls individuals into the Greenville City Fire Department (GCFD) Opioid Program and assists with navigating through the care process. Provides advocacy when needed to assist individuals with finding resources for recovery. Conducts follow-up visits with those enrolled in the program to ensure continued progress. Responds to opioid events in a support capacity. Communicates with shift personnel to gather/exchange information on encounters, problems, special situations, or other areas requiring attention. Collects and records accurate data to meet reporting guidelines. **Job Requirements:** High School diploma or equivalent. Experience in development and delivery of training or outreach programs. Obtain National Registry of EMTs (NREMT) and South Carolina EMT within one (1) year of employment. Obtain IFSAC/Pro Board Firefighter I & II certifications within two (2) years of employment. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** National Registry of EMT (NREMT) and South Carolina EMT or Paramedic Certification. **Cut-off Date: Until Filled**

HUMAN RESOURCES

Administrative Assistant – Salary Range: \$37,731 - \$47,174

Under regular direction and in compliance with standard operating procedures and policies, performs diverse administrative and clerical duties in support of various Human Resources (HR) functions including administrative support for the Chief Human Resources Officer (CHRO). Ensures high level HR customer service by assisting customers with general HR questions, completion of various HR forms and processes and directs employees to the appropriate HR staff as necessary. Coordinates and provides logistical support for various training programs, meetings, and HR sponsored employee events. Provides administrative/clerical support to the CHRO and other HR staff as needed. Processes HR invoices for payment by entering data into the purchasing system, preparing appropriate documents, obtaining required signatures, and submitting to Accounts Payable. Ensures all HR records and files are properly set up and maintained in accordance with regulatory and records retention requirements Provides technical support to job applicants in person and/or on the phone. Ensures new hire paperwork is completed in online onboarding system and ID's are obtained in compliance with form I-9. Responds to verbal employment verification inquiries. Updates employee data in various enterprise systems. Coordinates bi-weekly HR staff meetings and maintains the HR Update files. Responds to Freedom of Information Act (FOIA) requests in coordination with the CHRO, Employment Administrator and Legal Department. Coordinates monthly Deferred Compensation meetings. Monitors inventory and orders office supplies as needed. Maintains office equipment. Receives and distributes incoming/outgoing mail. Perform other duties and responsibilities, as required. **Job Requirements:** Associate degree in management, business, administrative support technology, or equivalent, from a college, technical, business, vocational, or correspondence school. Over two (2) years of high-level related administrative support experience with data entry and intermediate computer skills. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Experience in a Human Resources office/department. Certified Administrative Professional (CAP) certificate. **Cut-off Date: Until Filled**

Human Resources Training & Development Specialist – Salary Range: \$62,400 - \$87,300

Under general direction and in compliance with standard operating procedures and policies, performs a variety of complex human resources duties on a professional level. Administers the online learning management system (LMS) and provides related technical support to all City departments. Manages the implementation of the City's Supervisory Development Program (SDP), including developing and delivering training on a variety of compliance, leadership, management, and supervisory topics. Recruit and train City managers and professional staff to conduct SDP and other HR -sponsored training. Manage SDP mentor program. As assigned, provides professional consultation and support to City department directors and managers on training and organizational developmental needs. Assists with researching, writing, updating, maintaining, and distributing HR policies and Employee Handbook. Maintains and updates HR content on external City website. Researches and produces a wide range of analytical reports and presentations. As assigned, provides complex HR analytics and reporting support across multiple HR functional areas. Collects and compiles HR metrics and data from a variety of human resource information systems and assists with preparation of related reports. Provides high-level administrative support to Chief Human Resources Officer. Performs other duties as assigned. **Job Requirements:** Bachelor's degree in human resource management, training and development, organizational development/ and/or behavior, organizational psychology or a related field. Over four (4) years of progressively responsible human resources experience with emphasis on training and development, organizational development or related area. Valid driver's license. **Preferred Qualifications:** Master's degree in human resource management, training and development, organizational development/ and/or behavior, organizational psychology, public or business administration or a related field. Training and Development Certification or certified professional in Talent development. Certifications in individual, leadership, and organizational assessments (e.g., 360 leadership, behavioral and communication styles, emotional intelligence, employee engagement, etc.) SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential. **Cut-off Date: Until Filled**

Occupational Health Nurse – Salary Range: \$62,400 - \$87,300

Under general direction and in compliance with standard operating procedures and policies, works collaboratively with Occupational Health Clinic staff to provide comprehensive health and wellness services to City employees. Provides direct nursing care and health coaching to employees. Coordinates and completes pre-placement, annual safety sensitive, and Department of Transportation (DOT) physicals. Utilizes nursing skills to evaluate patient care needs, prioritize treatment, and maintain patient flow. Evaluates and provides initial first aid/triage for work-related injuries and illnesses. Completes First Report of Injury (FROI) and provides data to Workers' Compensation Third Party Administrator (TPA). Monitors workers' compensation case management in conjunction with the Risk Manager. Serves as a resource and auxiliary collector for drug and alcohol testing. Coordinates annual Fire Department physicals and stress testing, labs, and test results. Facilitates, coordinates, designs, delivers, and evaluates health and wellness initiatives through health education/promotion for the City's onsite wellness program in collaboration with the Health Clinic Administrator. Promotes positive health behaviors through planning, education, and training. Ensures compliance of Occupational Safety & Health Administration (OSHA), DOT, Federal Transit Authority (FTA), Workers' Compensation, Nurse Practice Act, Equal Employment Opportunity Commission (EEOC), Family & Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Genetic Information Nondiscrimination Act (GINA), National Fire Protection Association (NFPA), and Federal Motor Carrier Safety Administration (FMCSA). Provides for Health Insurance Portability & Accountability Act (HIPAA) compliance with all medical records. Conducts training and provides consultation to managers and employees regarding health policies and regulations to ensure compliance. Maintains required recordkeeping for medical data, office visits, drug testing, physicals, blood work, encounter notes, etc., in compliance with City policy and regulatory requirements. Serves as the interim Health Clinic Administrator in their absence. Provides treatment within scope of practice as defined by state law. **Job Requirements:** Bachelor's degree in nursing. Over four (4) years of clinical nursing experience with direct patient care. Current Registered Nurse (RN) with active unrestricted state license in SC. Certified in Basic Life Support (Adult)/AED CPR. Must have or obtain Certification in Occupational Hearing Conservation (CAOHC) and NIOSH certificate in Spirometry within 12 months of hire. Must have or obtain certification in hair drug test collection within 30 days of hire. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Experience in occupational health, urgent care, primary care, ambulatory care or emergency room setting. **Cut-off Date: Until Filled**

PARKS, RECREATION & TOURISM

Grounds Technician I (Parks & Grounds) – Salary Range: \$32,593 - \$41,038 *The City is offering a Sign-On Bonus for this position: \$500 with first paycheck and 2% of gross earnings during first year of employment at first anniversary.* Under regular direction and in compliance with standard operating procedures and policies, maintains the overall cleanliness and appearance of assigned Parks, Recreation & Tourism facilities, grounds, open spaces, parking lots, downtown/uptown, and recreation areas. Empties, removes, and replaces trash can liners, cleans trash and recycling receptacles as well as disposes of litter and general debris within assigned areas as necessary. Operates and maintains in working order small equipment, such as a backpack blower, pressure washing equipment, trash grabbers, pickup truck, hydraulic dump beds, lift trailers, compacting trucks, and utility vehicle (UTV) in performance of job duties. Proactively identifies, removes, and/or reports potential safety hazards, debris, and graffiti. May be assigned to work during inclement weather conditions (e.g., snow/ice, heavy rain/flooding, etc.) to clear and maintain roads, walkways and assist in limb/tree removal. Assists with event setup, cleanup, installations, etc. as needed. Subject to on-call availability. **Job Requirements:** High school diploma or equivalent. This is an entry level position for which training will be provided. Valid South Carolina Class D Driver's License. **Cut-off Date: Friday, November 8**

Grounds Technician II (Parks & Grounds) – Salary Range: \$34,944 - \$44,033 *The City is offering a Sign-On Bonus for this position: \$500 with first paycheck and 2% of gross earnings during first year of employment at first anniversary.* Under regular direction and in compliance with standard operating procedures and policies, performs inspection, maintenance, groundskeeping, installation, service, and repair of assigned area, facilities, and equipment. Assembles, installs, monitors, and assists with construction, take-down, clean-up, and removal of Parks, Recreation & Tourism projects, and other permitted special and City events. Provides assistance during storm/weather clean-up events and emergencies by clearing or removing trees, limbs, debris, and other storm or weather damage. Assists with Parks and Grounds projects and improvements. Proactively identifies, removes, and reports potential safety hazards. Ensures equipment and property safety, as well as routine inspection of equipment. May be assigned to one of the following units: Cemetery Maintenance, Park Maintenance, or Public Gardens. **Job Requirements:** High School diploma or equivalent. A minimum of one (1) year of previous experience in landscaping, grounds maintenance, construction, or a related field. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Prior experience working with or using small and heavy equipment such as zero turn mowers, tractors, trucks hauling trailers, skid steers, UTX carts, water trailers, aerators, weed eaters, backpack blowers and sprayers. Previous experience with pesticide/herbicide applications. **Cut-off Date: Until Filled**

Recreation Facilities Supervisor – Salary Range: \$47,548 - \$59,425

Under regular direction and in compliance with standard operating procedures and policies, plans, implements, and participates in maintenance, construction, facility inspections, and landscaping operations for recreation facilities. Supervises maintenance and custodial personnel, ensuring a high standard of workplace safety. Collects all work requests, generates work orders, and completes task as needed or assigns task if possible. Maintains monthly/semiannual preventative maintenance and inspections of community centers and recreation facilities. Estimates labor, material, and financial resources required for job completion. Submits invoices for payment and monitors project budgets. Meets with contractors, attends department/division meetings when assigned, and represents division interests. Participates in special events and rentals from planning, setup and breakdown as needed. **Job Requirements:** High school diploma or equivalent. Over two years of experience in facilities or general maintenance. Must have or obtain South Carolina Non-Commercial Pesticide Applicators Category 3 (Ornamental and Turf Pest Control) License within 6 months of hire. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Associate degree in building trades. Horticulture or landscaping experience. **Requirements Cut-off Date: Until Filled**

Special Events Coordinator – Salary Range: \$49,500 - \$69,300

Under general direction and in compliance with standard operating procedures and policies, organizes, creates, and manages City special events to include festivals, concert series, and seasonal events. Acts as on-site coordinator, exercising a moderate level of discretion in the interpretation and application of policies, operating procedures, and rules in organizing and directing event staff and volunteers throughout events. Sets up and breaks down special event equipment (i.e., tents, tables, chair signs, banners, audio-visual equipment, etc.). Administers or assists in administering public property programs to include street performers, news racks, and sidewalk encroachments. **Job Requirements:** Bachelor's degree in parks, recreation, event management or a related field. Over two (2) years of experience in planning and executing special events. CPR, First Aid, & AED certification within one (1) year of employment. Valid South Carolina Class D Driver's License. **Cut-off Date: Until Filled**

POLICE

Communications Specialist in Training – Salary Range: \$40,560 - \$42,640

The purpose of the Communications Specialist-in-Training position is to develop and prepare trainees for employment with City of Greenville as a Communications Specialist I. To successfully complete the program, trainees must demonstrate proficiency in performing a variety of emergency dispatch assignments while learning Greenville City Police Department policies, methods and techniques required to carry out the duties of the job. Training is performed under close supervision by a Certified Training Officer (CTO) and will be completed in several phases including 1) Phone phase: answering emergency and non-emergency phone calls; 2) Main radio phase: transmitting message via radio, data terminals and phone; 3) Back up radio; and 4) Fire radio including dispatching of police and fire. In addition, training will include the introductory portion of National Crime Information Center (NCIC) including the system security, entry, update and verification of data such as missing and/or wanted persons and stolen vehicles, boats, license plates, guns, or other articles. Upon successful completion of the program, trainees will hold the following certifications: APCOPublic Safety Telecommunicator (PST), APCO Fire Service Communications (FSC), FEMA IS-0100 Introduction to Incident Command System (ICS), and NCIC Certification. Trainees will be required to successfully complete the hiring process with the City of Greenville in order to be hired as a Communications Specialist I. The City of Greenville Public Safety Communications Center operates on a 7-day, 24-hour basis and Police Dispatchers are required to work a variety of schedules including nights, weekends, and holidays. **Job Requirements:** High school diploma or equivalent. One (1) year of experience in customer service. Must be at least 18 years of age. Must be able to pass a comprehensive law enforcement background check. Must pass pre-employment aptitude exam. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Experience in a public safety environment and operating telecommunication equipment that includes, computers, or base radios. **Cut-off Date: Until Filled**

Police Officer (Recruit) – Salary: \$50,645

This is an entry-level recruit position intended for individuals without prior law enforcement experience. Recruits will remain in this position during the first probationary year of employment. Recruits will complete a 12-week training program through the South Carolina Criminal Justice Academy (SCCJA) including virtual, classroom, and hands-on training intended to provide the knowledge, skills, and the abilities to perform the duties of a certified law enforcement officer in the state of South Carolina. Upon completion of the training academy the recruit will be a certified Class 1 Law Enforcement Officer. Following the training academy, recruits will complete the Greenville Police Department's (GPD) field training program as well as a month probationary internal training process. The purpose of this position is to develop and prepare recruits for advancement to Police Officer I. To successfully complete the program, recruits must demonstrate proficiency and understanding in the following areas: federal, state, and local laws and ordinances as well as department rules and protocols; proper reporting and documentation procedures; officer safety; emergency vehicle operations; equipment and firearm care and use; and courtroom testimony procedures and legal processes. Failure to obtain Class 1 Law Enforcement Officer certification or demonstrate proficiency and understating in all areas at designated evaluation points will result in removal from the training program. **Job Requirements:** High school diploma or equivalent. Experience in customer service, community service, social services, security/loss prevention, corrections, military experience, or comparable field. Must attend and complete the South Carolina Criminal Justice Academy (SCCJA) as well as department field training program within one year of hire. Valid South Carolina Class D Driver's License. **Preferred Requirements:** Associate or bachelor's degree in criminal justice or a related field. **Cut-off Date: Until Filled**

Police Officer (I, II, III Certified) – Salary Range: \$50,947 - \$80,106

Under general direction and in compliance with standard operating procedures and policies, State-certified Police Officer that enforces the laws of the State of South Carolina, municipal codes of the City of Greenville, and federal laws as they apply. Performs all duties of a police officer. Applies problem-solving techniques in support of the department's community policing philosophy and to protect life and property. Responds to calls for service, reports findings and takes appropriate action to resolve issues. Patrols assigned area. Assists with crime scene security and processing. Conducts follow up investigations. Investigates crimes and employs crime reduction/prevention techniques situationally. Supports prosecution of criminal cases. Acts as liaison between the Police Department and the public. Builds rapport with residents, businesses and community groups of their geographical area. Makes court appearances, serves warrants/subpoenas and places items into property and evidence. Serves as a Field Training Officer as assigned. The percentage of time spent on essential functions will vary based on division assignment. Must be at least 21 years of age. **Job Requirements:** High school diploma or equivalent. Certified Class 1 Law Enforcement Officer (LEO) as recognized by the South Carolina Criminal Justice Academy (SCCJA). Officers originally certified in another state are required to have at least 24 months of continuous law enforcement experience to be recognized as a Class 1 LEO by the SCCJA. Lateral hires must complete the GPD Police Training Officer (PTO) program. Valid South Carolina Class D Driver's License. **Preferred Requirements:** Associate degree in criminal justice or a related field. **Cut-off Date: Until Filled**

PUBLIC TRANSPORTATION

Bus Operator – Salary Range: \$40,768 - \$50,939 *The City is offering a Sign-On Bonus for Bus Operators: \$500 with first paycheck and 2% of gross earnings during first year of employment at first anniversary.* Under regular direction and in compliance with standard operating procedures and policies, operates a bus through light to heavy City traffic, for the purpose of carrying passengers in a safe manner and in accordance with City, county, state, and federal laws, as well as City rules and policies. Maintains a knowledge of the Greenlink service area. Properly secures passengers and mobility devices to the vehicle as required by Americans with Disabilities Act (ADA). Conducts a pre- and post-trip inspection of the vehicle. Collects accurate fares, assists passengers with disabilities as needed while safely performing operation procedures. Monitors bus, weather conditions, and safety of passengers. **Job Requirements:** High school diploma or equivalent. Over one (1) year of bus driving experience or completion of the City of Greenville Bus Operator in Training Program. **Preferred Qualifications:** Previous driving experience as a bus operator with a transit system, or as an over the road coach operator. **Driver's License Requirements:** Valid South Carolina Class B CDL with air brake provision and passenger endorsement, or the equivalent CDL from their state of residence. Please be advised: Applicants who do not intend to relocate to South Carolina, must reside in a neighboring State (Georgia or North Carolina) and must meet the same CDL requirements as residents of South Carolina. In addition, employees residing in a neighboring state are required to provide to the City of Greenville an annual Motor Vehicle Record from their state's Department of Motor Vehicles at the sole cost of the employee. **Cut-off Date: Until Filled**

Bus Operator (Paratransit) – Salary Range: \$40,768 - \$50,939 *The City is offering a Sign-On Bonus for Bus Operators: \$500 with first paycheck and 2% of gross earnings during first year of employment at first anniversary.* Under regular direction and in compliance with standard operating procedures and policies, operates a specialized bus with wheelchair lift to transport paratransit passengers in a safe, timely, and courteous manner through light to heavy city traffic in accordance with City, county, state, and federal laws, as well as City rules and policies. Maintains a knowledge of the Greenlink service area. Properly secures passengers and mobility devices to the vehicle as required by Americans with Disabilities Act (ADA). Conducts and documents a thorough vehicle inspection at the beginning and end of shift or when vehicle assignment changes during the shift. Utilizes onboard tablet and software to maintain accurate daily records reflecting passenger activity (i.e., name of passengers, late pick-ups, mileage for each passenger etc.). Collects accurate fares. Assists passengers in and out of the vehicle. Maintains, reviews, and updates daily schedules. **Job Requirements:** High school diploma or equivalent. Over one (1) year of bus driving experience or completion of the City of Greenville Bus Operator in Training Program. **Preferred Qualifications:** Previous driving experience as a bus operator with a transit system, or as an over the road coach operator. **Driver's License Requirements:** Valid South Carolina Class B CDL with air brake provision and passenger endorsement, or the equivalent CDL from their state of residence. Please be advised: Applicants who do not intend to relocate to South Carolina, must reside in a neighboring State (Georgia or North Carolina) and must meet the same CDL requirements as residents of South Carolina. In addition, employees residing in a neighboring state are required to provide to the City of Greenville an annual Motor Vehicle Record from their state's Department of Motor Vehicles at the sole cost of the employee. **Cut-off Date: Until Filled**

Bus Operator in Training – Hourly Rate: \$19.00 *The City is offering a Sign-On Bonus for this position: \$500 with first paycheck and 2% of gross earnings during first year of employment at first anniversary.* This is an entry-level trainee position intended for individuals with no to less than a year of professional driving experience. The 10-week program will include both classroom and hands-on training intended to provide the essential skills and knowledge required to operate a transit bus safely and independently upon program completion. Individuals who do not already possess a South Carolina Class B Commercial Driver's License (CDL) will undergo an additional 6 weeks of training at the beginning of the program and will be required to obtain a Commercial Learner's Permit (CLP) within 2 weeks of hire and the CDL license within 8 weeks of hire. The purpose of this position is to develop and prepare trainees for promotion to Bus Operator. To successfully complete the program, trainees must demonstrate proficiency and understanding in the following areas: Federal, State, City, and department rules and regulations; inspections, reports and documentation; bus and passenger safety; customer service; routes and directions; and driving. Failure to demonstrate proficiency and understating in all areas at designated evaluation points will result in removal from the training program. High school diploma or equivalent is required. Must have at least 6 months of work experience involving customer service or public contact. Prior professional driving experience preferred. Must have a South Carolina Class D driver's license. Must have or obtain a South Carolina Class B Commercial Learner's Permit within 2 weeks of hire and CDL with passenger endorsement within 8 weeks of hire. Must obtain a DOT Medical Examiners Certificate prior to starting the program and retain for duration of employment. Three-year motor vehicle record must meet the standards of City policy. **Cut-off Date: Until Filled**

Facilities Technician (Public Transportation) – Salary Range: \$32,593 - \$41,038

Under regular direction and in compliance with standard operating procedures and policies, cleans, organizes, and maintains the appearance of the Greenlink Transfer Center's interior and exterior, to include the grounds. Cleans restrooms, bus shelters, stops, and service equipment. Performs basic maintenance of bus stops and shelters. Maintains inventory of cleaning supplies as well as maintains reports of cleaning and maintenance service provided. Actively participate in the reporting of safety issues and concerns that are observed during the course of essential job functions. **Job Requirements:** High school diploma or equivalent training and/or job-related experience. This is an entry level position for which training will be provided. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Prior custodial and/or grounds maintenance experience. **Cut-off Date: Until Filled**

Relief Bus Operator (Part-time, As Needed) – Hourly Rate: \$19.60 - \$24.99

Under regular direction and in compliance with standard operating procedures and policies, serves as a relief driver operating bus to cover shifts or provide assistance as needed. Operates a bus through light to heavy City traffic, for the purpose of carrying passengers in a safe manner and in accordance with City, county, state, and federal laws, as well as City rules and policies. Collects fare, assists passengers with disabilities as needed while safely performing operation procedures. Monitors bus, weather conditions, and safety of passengers. **Job Requirements:** High school diploma or equivalent. Over one (1) year of bus driving experience or completion of the City of Greenville Bus Operator in Training Program. Valid South Carolina Class B CDL with air brake provision and passenger endorsement. **Cut-off Date: Until Filled**

Relief Trolley Operator (Part-time, As Needed) – Hourly Rate: \$19.60 - \$24.99

Under regular direction and in compliance with standard operating procedures and policies, serves as a relief driver operating trolley bus to cover shifts or provide assistance as needed. Operates a trolley bus on a scheduled route through light to heavy City traffic, for the purpose of carrying passengers in a safe manner and in accordance with City, county, state, and federal laws, as well as City rules and policies. Assists passengers with disabilities as needed while safely performing operation procedures. Monitors trolley, weather conditions, and safety of passengers. **Job Requirements:** High school diploma or equivalent. Over one (1) year of bus or trolley driving experience or completion of the City of Greenville Bus Operator in Training Program. Valid SC Class B CDL with air brake provision and passenger endorsement. **Cut-off Date: Until Filled**

Transit Administrator (Greenlink Administration) – Salary Range: \$86,400 - \$121,200

Under limited direction and in compliance with standard operating procedures and policies, administers and manages the Public Transportation (Greenlink) Administration Division. Serves as an advisor to and supports the Public Transportation Director's management and administration of Greenlink and creates positive change by leading key initiatives. Oversees various strategic initiatives, collaborates closely with senior management, and ensures effective communication and execution across Greenlink divisions. Manages planning, projects, grants, and compliance activities. Ensures delivery of Greenville Transit Authority's (GTA) capital improvements, including bus stops and facilities. Oversees Disadvantaged Business Enterprise (DBE) program, including semi-annual reporting. Manages correspondence and networking opportunities between the GTA Board and other parties including elected officials and stakeholders. Coordinates the orientation of new Board members. Ensures GTA compliance with all Federal Transit Administration (FTA) procurement requirements. Develops, coordinates, and evaluates procurement tools such as Request for Proposals (RFPs) and related submissions, as necessary. Oversees the FTA's Triennial Review process. Ensures division tracks and identifies competitive grant opportunities that align with Greenlink's goals and objectives. Reviews competitive grant applications for accuracy, completeness, clarity, and adherence to grant requirements. Facilitates the planning, development, coordination, and administration of the department's capital budget in coordination with the Director, Deputy Director, and the Office of Management & Budget (OMB). Develops, implements, and reports on long-and short-term plans, goals, and strategies to aid Greenlink in meeting its goals and objectives. Manages assigned staff through subordinate levels of supervision to achieve department strategic goals and priorities. **Job Requirements:** Bachelor's degree in business, planning, urban studies, sociology, political science, or a related field. Over four (4) or more years of progressively responsible experience to include experience in transit planning or a related field. Supervisory experience. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Master's degree in business, planning, urban studies, sociology, political science, or a related field. Geographic Information System (GIS) experience. **Cut-off Date: Until Filled**

PUBLIC WORKS

Facilities Technician (Parking Maintenance) – Salary Range: \$32,593 - \$41,038

Under regular direction and in compliance with standard operating procedures and policies, cleans in and around parking garages, parking lots, and other parking services areas. Performs general maintenance and repairs to include building/repairing gate arms and replacing bulbs in light fixtures as needed. Installs and maintains speed bumps and paints curbs in parking areas. Provides customer service to patrons by courteously answering routine questions and providing directions when approached. Maintains a current knowledge of elevators to include emergency openings and reset procedures. **Job Requirements:** High school diploma or equivalent. Over one year of experience in facilities or general maintenance. Valid Driver's License required. **Cut- Off Date: Until Filled**

Grounds Technician III – Salary Range: \$40,768 - \$50,939 *The City is offering a Sign-On Bonus for Public Works Operations positions: \$500 with first paycheck and 2% of gross earnings during first year of employment at first anniversary.*

Under regular direction and in compliance with standard operating procedures and policies, performs inspections, maintenance, grounds-keeping, installation, service, and repair of assigned area, facilities, and equipment. Assembles, installs, monitors, and assists with construction, take-down, clean-up, and removal of Public Works projects and other permitted special events. Provides assistance during storm/weather clean-up events and emergencies by clearing or removing trees, limbs, debris, and other storm or weather damage. Proactively identifies, removes, and reports potential safety hazards. Ensures equipment and property safety, including but not limited to, ensuring routine inspection of equipment while documenting and addressing equipment condition. Assists in leading a crew, filling-in in the absence of the immediate supervisor, and assists in the oversight and training of less experienced employees as well as volunteers and community service workers. **Job Requirements:** High school diploma or equivalent. Over two (2) years of experience in landscaping, grounds maintenance and construction. FEMA Certifications ICS 100, 552, and 700 within three (3) months of hire. **Preferred Qualifications:** Experience operating heavy equipment such as back hoe, stump grinder, skid loader, front end loader, tractor, track hoe, etc. SC Non-Commercial Pesticide License (categories 3, 5, or 6) highly preferred. **Driver's License Requirements:** Valid South Carolina Class D Driver's License at hire. Valid South Carolina Class B Commercial Learner's Permit (CLP), or the equivalent CLP from their state of residence within three (3) weeks of hire. Valid South Carolina Class B CDL within three (3) months of hire, or the equivalent CDL from their state of residence. Please be advised: Applicants who do not intend to relocate to South Carolina, must reside in a neighboring state (Georgia or North Carolina) and must meet the same CDL requirements as residents of South Carolina. In addition, employees residing in a neighboring state are required to provide to the City of Greenville an annual Motor Vehicle Record from their state's Department of Motor Vehicles at the sole cost of the employee. **Cut- Off Date: Until Filled**

Operations Technician – Salary Range: \$34,944 - \$44,033 *The City is offering a Sign-On Bonus for Public Works Operations positions: \$500 with first paycheck and 2% of gross earnings during first year of employment at first anniversary.* Under regular direction and in compliance with standard operating procedures and policies, performs general construction and maintenance of public works infrastructure and systems. Will be assigned to and periodically rotated across various crews (e.g., stormwater or wastewater system maintenance, asphalt pavement or concrete installation/repair, grounds maintenance, etc.). Operates a variety of light equipment, as well as hand tools in performance of job duties. Following work completion, performs general landscape maintenance around job site. Complies with proper safety standards. Works during inclement weather conditions (e.g., snow/ice, heavy rain/flooding, etc.) to clear and maintains roads and walkways. Assists other departments with general installation, maintenance, and cleaning projects as assigned. Subject to on-call availability. **Job Requirements:** High school diploma or equivalent training and/or job-related experience. This is an entry level position for which training will be provided. FEMA ICS 100, 552, and 700 within three (3) months of employment. The following certifications and training must be completed/obtained within six (6) months of hire: Confined space certification, Trenching and shoring certification, Competent person safety certification, Work zone safety training. Valid South Carolina Class D Driver's License. **Preferred Qualifications:** Prior construction and/or general maintenance experience. **Cut-Off Date: Until Filled**

Parking Attendant (Part-Time, Temporary) – Hourly Rate: \$16.00

Under immediate direction and in compliance with straightforward and standardized policies and procedures, provides customer service during event parking. Collects funds from customers as they enter the facility and directs traffic to available parking spaces. 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. Protects residential, monthly, and hotel spaces. Works a variable hour schedule as events take place during the day, at night, and on weekends. **Job Requirements:** High school diploma or equivalent. This is an entry level position for which training will be provided. Valid Driver's License. **Preferred:** Prior customer service and/or parking industry experience. Experience with computerized revenue control systems; cash, ticket, and permit handling and control. **Cut-off Date: Until Filled**

Service Writer – Salary Range: \$37,731 - \$47,174

Under regular direction and in compliance with standard operating procedures and policies, receives repair requests from vehicle operators and creates work orders in the fleet management information system (FMIS). Retrieves information from vehicles data plates, determines nature of service utilizing diagnostic equipment, and visually inspects all areas of vehicle (i.e., under hood, beneath vehicle, etc.). Coordinates needed maintenance/repairs with Mechanics. Creates, tracks, and closes invoices and purchase orders (POs) for outside repairs. Provides general administrative support for the division by typing correspondences, memos, reports, and other written material as assigned. **Job Requirements:** High school diploma or equivalent. Over one (1) year of experience in automotive repair. Valid Driver's License. **Cut-off Date: Until Filled**

Solid Waste Equipment Operator I – Salary Range: \$37,731 - \$47,174

Under regular direction and in compliance with standard operating procedures and policies, operates a variety of regular-drive solid waste vehicles (e.g., Rear Load 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 interact with residents. Works weekends, holidays, evenings, and nights depending on event schedules. **Job Requirements:** High school diploma or equivalent. At least six (6) months of experience operating CDL vehicles. OR Completion of the City of Greenville Equipment Operator in Training Program. **Driver's License Requirement:** Valid SC Class B CDL with air brake provision required. **Cut-off Date: Until Filled**

Solid Waste Equipment Operator II – Salary Range: \$40,768 - \$50,939

Under regular direction and in compliance with standard operating procedures and policies, operates an Automated Leaf Vacuum (ALV) truck for collecting leaves, grass clippings, and small loose yard trimmings for transport to a designated transfer station or disposal facility. Operates and drives additional solid waste vehicles when necessary. 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 and departments and interacts with residents. Works weekends, holidays, evenings, and nights depending on event schedules. **Job Requirements:** High school diploma or equivalent. At least one (1) year of experience operating CDL vehicles. Must demonstrate proficiency operating right-side-drive vehicles within 60 days of hire. Must obtain FEMA ICS 100, 700 and 552 within three (3) months of hire. **Driver's License Requirement:** Valid South Carolina Class B Commercial Driver's License (CDL) with air brake provision, or the equivalent CDL from their state of residence. Please be advised: Applicants who do not intend to relocate to South Carolina, must reside in a neighboring State (Georgia or North Carolina) and must meet the same CDL requirements as residents of South Carolina. In addition, employees residing in a neighboring state are required to provide to the City of Greenville an annual Motor Vehicle Record from their state's Department of Motor Vehicles at the sole cost of the employee. **Cut-off Date: Friday, November 8**

Streets Concrete Technician II – Salary Range: \$44,012 - \$55,016 *The City is offering a Sign-On Bonus for Public Works Operations positions: \$500 with first paycheck and 2% of gross earnings during first year of employment at first anniversary.* Under regular direction and in compliance with standard operating procedures and policies, 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, lays pavers, installs culverts and storm drains, assists in engineering design, interprets blueprints, cuts steel, and constructs buildings from site work to completion. Directs traffic at worksites and performs preventative maintenance inspections on equipment. Assists in leading a crew, fills-in during the absence of immediate supervisor, and assists in oversight and training of less experienced employees. Operates heavy equipment such as backhoe, trackhoe, etc., in performance of job duties. Works during inclement weather conditions (e.g., snow/ice, heavy rain/flooding, etc.) to clear and maintain roads and walkways. Assists other departments with general installation, maintenance, and cleaning projects as assigned. Subject to on-call availability and overtime. **Job Requirements:** High school diploma or equivalent. Over two (2) years of experience in a public works, utility, or construction field. Associate degree in construction engineering technology or related field may be substituted for one (1) year of experience. **Driver's License Requirements:** Valid South Carolina Class B CDL at hire. SC Class A Commercial Learner's Permit (CLP) within three (3) weeks of hire. SC Class A CDL with air brake provision and tanker endorsement within three (3) months of hire. **Cut-off Date: Until Filled**