

Media Release



bluffton
HEART OF THE LOWCOUNTRY

April 1, 2018

For More Information:

Debbie Szpanka

Public Information Officer

Town of Bluffton

20 Bridge Street

Bluffton, South Carolina 29910

(Email): dszpanka@townofbluffton.com

(Office): 843.706.4534

(Cell): 843.540.2274

Town of Bluffton Seeks Applicants for Current Vacancies

The Town of Bluffton currently has employment opportunities for several positions.

These positions will remain posted until filled with the exception of police officer applications. All Bluffton Police officer applications are due 4.15.2019

Applicants are required to complete a Town of Bluffton employment application along with submitting his or her resume and cover letter.

The online application is available on the Town of Bluffton website:

<https://www.townofbluffton.sc.gov/human-resources-department/home>.

The Town recommends saving the completed application to the candidate's desktop and then emailing it to jobs@townofbluffton.com along with a cover letter and resume.

Candidates may also fax their application package to 843.757.6720 or mail it to Attn: Human Resources Department, Town of Bluffton, 20 Bridge Street, Bluffton, South Carolina, 29910.

A full description of each position is available on the Town's website. Below is the title of each employment opportunity followed by a list of principle duties.

- **Principal Planner**
 - Participation in advanced, complex planning activities, such as serving as project manager for complex annexation, zoning, and development applications;
 - Participation in the preparation and implementation of the Comprehensive Plan, Neighborhood Plans and other planning documents;
 - Participation in development review of master plans, development plans and other site plans;

- Assists with the work of the Planning Commission, Board of Zoning Appeals, and other task or topic specific ad hoc committees, which are convened as needed;
 - Interaction with local citizens, planning, design and construction professionals and interested parties on a daily basis;
 - Preparation and presentation of staff reports and other planning related topics.
- **Building Inspector**
 - Performs inspections of construction sites and structures to ensure compliance with all building codes as required by law and regulation and established Town construction practices and procedures.
 - These inspections ensure all construction sites and structures are compliant with all building, plumbing, electrical, gas, energy and mechanical codes as adopted by the Town including other Town ordinances regarding setbacks and buffers.
 - Interprets codes and regulations and explains permits and compliance conditions.
- **Police Officer**
 - Performs intermediate protective service work enforcing laws, investigating criminal activity, ensuring safety of public;
 - Maintaining records and files, testifying in court, preparing reports;
 - Related work as apparent or assigned.
- **School Crossing Guard (Part-Time)**
 - Performs manual work directing traffic around schools;
 - Assisting children crossing traffic to and from school, and related work as apparent or assigned.

#####