

Media Release



bluffton
HEART OF THE LOWCOUNTRY

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For More Information:

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Town of Bluffton Seeks Applicants for Current Vacancies

The Town of Bluffton currently has employment opportunities in seven positions.

These positions will remain posted until filled.

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.
- **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.
- **Public Works Worker**
 - Performs general repair maintenance and preventative maintenance on Town vehicles and property;
 - Assists with skilled and manual work functions for construction, plumbing, electrical and HVAC projects, and will operate vehicles and equipment while performing these duties.
 - This position also may include assignments such as mowing, seeding, planting, pruning and trimming grass, trees, shrubs, bushes, hedges and flowers, operating weed eater, and other work as assigned.
- **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.
- **GIS Analyst (Part-Time)**
 - Responsible for managing GIS data that supports IT/GIS operations, potentially including data collection, analyzing and maintenance of all GIS functions.
- **Stormwater Engineer**
 - Primarily responsible for performing technical development plan reviews and inspections to ensure compliance with Town, State and Federal stormwater regulations and guidelines;
 - Providing administrative support to coordinate Certificates of Construction Compliance and managing financial assurances for development.
 - Duties require employee to exercise initiative, sound judgement, courtesy, and tact when explaining codes and requirements to developers, contractors, engineers, property owners and the public. Secondary duties include offering as-needed support to other program areas of the Town's NPDES Permit and Municipal Separate Storm Sewer System (MS4) program such as inspections, modeling and supporting stormwater and water quality Capital Improvement Projects. This position reports directly to the MS4 Program Manager in the Engineering Department.
- **Executive Office Intern**
 - Provide administrative assistance to the Executive Office including Town Manager, Human Resources Office and Town Clerk's Office.

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