



# Horry County Solid Waste Authority, Inc.

*"Protecting Tomorrow's Environment Today"*

March 29, 2021

Bo Ives  
*Chairman*

W. Norfleet Jones  
*Vice-Chairman*

Samuel T. Johnson, Jr.  
*Secretary*

Carl H. Schwartzkopf  
*Treasurer*

Amos C. Berry, Sr.

Pam J. Creech

Michael H. Hughes

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Danny Knight  
*Executive Director*

## **UCS MAINTENANCE**

Entry Level Salary: \$19.19 per hr.

## FUNCTION

Under the supervision of the Manager of Unincorporated Collection Systems regularly performs building, equipment, and grounds maintenance at the Recycling Centers. Handles supervisory functions associated with the scheduling of pulls and other areas, as needed in support of the Unincorporated Collection System operations. Reports to the Manager of the Unincorporated Collection System. Schedules includes working Saturdays and Sundays with two days off during the week.

## SPECIFIC DUTIES

- Performs and oversees the maintenance and repair of buildings, equipment and grounds.
- Provides back-up supervisory duties in the Unincorporated Collection System, such as scheduling pulls and other duties as needed.
- Performs and supervises the performance of
  - preventative maintenance and electronic repairs on compactor power units and containers.
  - electrical repairs. i.e. replace light switches, breakers.
  - carpentry repairs. i.e. replace damaged porch boards.
  - plumbing repairs. i.e. replace faucet and repair leaks in lines.
  - welding repairs on containers and other equipment.
- Responsible for keeping detailed records of preventive maintenance completed and scheduled each week.
- Responsible for keeping accurate inventory on parts and items used at recycling centers.
- Is responsible for upkeep and minor maintenance of office unit inside recycling center.
- Schedules all hauling service for the recycling center at proper times with supervisor or representative.
- Operates the recycling center; opens and closes the center at proper times as needed.
- Performs other related duties as required.

Post Office Box 1664  
Conway, South Carolina  
29528-1664  
Tel: 843-347-1651  
Fax: 843-347-3653

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the methods, practices, and procedures of the Unincorporated Collection System as they pertain to the performance of duties of the Supervisor.
- Thorough knowledge of principles, practices and techniques of recyclable and solid waste collection and disposal.
- Ability to plan, schedule and distribute work effectively among a large number of labor and equipment operation personnel.
- Ability to maintain records and prepare reports.
- Ability to use Microsoft word and Microsoft excel.
- Ability to exert up to fifty pounds of force to lift, carry, push, pull or otherwise move objects.
- Must work weekends on a regular basis.

MINIMUM EDUCATION AND EXPERIENCE

- High School graduate or equivalent preferred.
- One or more years experience working in a supervisory position.
- Experience in operating related machinery.
- Certified welder or ability to obtain certification within one year.
- Valid South Carolina Driver's license and ability to obtain a Commercial Drivers License within six months.

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLY AT THE HORRY COUNTY SOLID WASTE AUTHORITY ADMINISTRATIVE OFFICE, P.O. BOX 1664, CONWAY, SC 29528 OR AT CONWAY JOB SERVICE.

UNINCORPORATED COLLECTION DIVISION