

## Fleet and Maintenance Technician

The Town of Sullivan's Island seeks a qualified individual for Fleet and Maintenance Technician to provide routine maintenance and oversight to Town vehicles and equipment, as well as other assigned duties.

Minimum requirements: Must be at least 18 with a valid SC driver's license and able to pass a full background check and drug screen.

Application and full job description can be found on Town Website at <https://sullivanisland.sc.gov/government/employment-opportunities> and deadline is Friday, February 9, 2024. Submit completed application along with cover letter and resume to Pamela Otto, Human Resources, at Town Hall or to PO Box 427, Sullivan's Island, SC 29482.

Contact: Pamela Otto, HR at 843-883-5744 or [potto@sullivanisland.sc.gov](mailto:potto@sullivanisland.sc.gov) with questions.

**PATRICK M O'NEIL**  
MAYOR

**TOWN COUNCIL**  
**JUSTIN NOVAK**  
MAYOR PRO-TEM  
**NED HIGGINS**  
**CARL HUBBARD**  
**JODY LATHAM**  
**SCOTT MILLIMET**  
**GARY VISSER**

## **TOWN OF SULLIVAN'S ISLAND**



**ANDY BENKE**  
TOWN ADMINISTRATOR

**JOSEPH R. HENDERSON**  
DEPUTY ADMINISTRATOR

**JASON BLANTON**  
TOWN COMPTROLLER

**LAWRENCE A. DODDS**  
TOWN ATTORNEY

**CHARLES DRAYTON**  
DIRECTOR OF PLANNING AND ZONING

**GREG GRESS**  
WATER AND SEWER MANAGER

**CHRISTOPHER GRIFFIN**  
POLICE CHIEF

**M. ANTHONY STITH**  
FIRE CHIEF

**BRIDGET WELCH**  
TOWN CLERK

**MAX WURTHMANN**  
BUILDING OFFICIAL

### **Fleet and Maintenance Technician**

#### **Town of Sullivan's Island, South Carolina**

The Town of Sullivan's Island, South Carolina is seeking qualified, experienced applicants for its Fleet and Maintenance Technician. The Technician's primary responsibilities will include:

- a) Routine, timely preventative maintenance and upkeep of vehicles (including police vehicles and other emergency response vehicles), ATV/UTVs, riding lawnmowers and other related landscaping/field maintenance tools.
- b) Maintaining up-to-date records of the Town's fleet, including maintenance and licensing records.
- c) Coordinating with third-party vendors for major repairs or replacement of equipment covered by warranties.
- d) Coordinating with Department heads to identify the best pricing for the purchase of new vehicles and related equipment.

More specific responsibilities include:

- Perform oil and oil filter changes at specified intervals according to manufacture recommendations
- Ensure vehicle fluid levels are maintained according to manufacturer recommendations
- Change wiper blades, light bulbs and other consumable items, as needed
- Rotate tires and maintain tire pressure according to manufacturer recommendations
- Perform routine repairs on lawnmowers and landscaping/field maintenance tools
- Order and maintain inventory of consumable items and equipment such as oil, oil filters, engine coolant, wiper blades, etc.
- Diagnose vehicle and equipment repairs
- Coordinate and communicate with third-part vendors regarding service appointments and repair services

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- Coordinate and communicate with third-party vendors for the upfit of police and emergency response vehicle equipment
- Coordinate with Town staff to ensure all vehicles are insured and registered, and maintain records of same
- Train Town personnel on the proper use of new vehicles and equipment
- Maintain a clean, safe working environment
- Ability to move or lift moderate to heavy packages and/or vehicle parts (10-150 pounds)
- Perform other duties and responsibilities as assigned

### Qualifications:

- Demonstrated experience performing routine vehicle and equipment maintenance
- Demonstrated experience operating a vehicle lift and using general vehicle maintenance and repair tools
- Demonstrated experience preparing and maintaining vehicle maintenance logs
- Outstanding customer service skills
- Ability to communicate verbally and in written form
- Demonstrated vendor relationship/management skills
- Demonstrated organizational and time management skills
- Clean driving record and ability to operate a motor vehicle with no record in the previous five (05) years for suspension as a result of driving under the influence of alcoholic beverages or drugs, or leaving the scene of an accident (applicant must provide 10-year driving record)
- Valid SC driver's license
- Clear criminal record
- This position is subject to 24/7 recall for emergencies and weather-related events

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The salary for the position is depending upon qualifications and is supplemented by an excellent benefits package. All required tools and equipment are provided by the Town of Sullivan's Island. This is a full-time, hourly position (Non-exempt), Monday – Friday. Submit cover letter and resume to the Town of Sullivan's Island, Attention: Pam Otto, Human Resources Manager, Town of Sullivan's Island, P.O. Box 427, Sullivan's Island, SC 29482.

Submission Deadline: February 9, 2024

For more information about the Town, visit <https://sullivansisland.sc.gov> or contact Pam Otto at 843-883-5744 or [potto@sullivansisland.sc.gov](mailto:potto@sullivansisland.sc.gov). The Town is proud to be an Equal Employment Opportunity employer.