

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: TRADES MANAGER

SCDC POSITION #: 021143

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM

LOCATION: HVAC/KITCHEN, COLUMBIA (RICHLAND)

STATE JOB TITLE: TRADES MANAGER

STATE JOB CLASS: 9999

HRLY RATE: \$ 020.89 SCEIS POSITION #: 61022833

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND PROFESSIONAL EXPERIENCE DIRECTLY RELATED TO THE AREA OF EMPLOYMENT.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES.) A HIGH SCHOOL DIPLOMA AND PROFESSIONAL EXPERIENCE DIRECTLY RELATED TO THE AREA OF EMPLOYMENT.

DESCRIPTION OF DUTIES:

PLAN, ORGANIZE, DIRECT & COORDINATE THROUGH SUBORDINATES & SUPERVISORS NECESSARY WORK TO ENSURE EFFICIENT, TIMELY & EFFECTIVE INSTALLATION OF EPOXY FLOORING IN A MANNER THAT ENHANCES FLOOR SAFETY & PERFORMANCE DEMONSTRATES EXPERT KNOWLEDGE OF EPOXY FLOORING PRODUCTS, INSTALLATION METHODS & PROCEDURES; PLANNING & EXECUTING FLOORING INSTALLATIONS INCLUDING TIMELY COMMUNICATION & COORDINATION W/INSTITUTIONS, MAINTENANCE, SECURITY & FOOD SERVICE & ORGANIZING & ALLOCATING EQUIPMENT, RAW MATERIALS & LABOR TO ENSURE ON-TIME, ON-BUDGET PERFORMANCE; COORDINATES W/VENDORS ON LARGER PRODUCTS THAT REQUIRE OUTSIDE CONTRACTORS; TRAINS/MANAGES INMATE WORK FORCE IN ASAFE, HIGH QUALITY, TIMELY & EFFICIENT EXECUTION OF EACH & EVERY FLOORING JOB; ASSIST IN JOB SCHEDULING TO BEST SERVE AGENCY NEEDS WHILE MAXIMIZING EFFICIENCY; OPERATES SAFELY & LAWFULLY, AN ARRAY OF AGENCY EQUIPMENT, INCLUDING VEHICLES, FORKLIFTS & A VARIETY OF EQUIPMENT (CONCRETE GRINDERS, SAWS, JACKHAMMERS & OTHER SIMILAR HANDHELD MACHINERY).

COMMENTS:

UNTIL FILLED. RESUME AND LICENSES SHOULD BE SUBMITTED WITH APPLICATION.

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE PROCEDURE ACT.