SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/10/18 CLOSING DATE: 01/18/18 (4:30 PM)

SCDC INTERNAL TITLE: PHY PLANT MGR SCDC POSITION #: 019018
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: PHYSICAL PLANT, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE MGR II STATE JOB CLASS: AH25
PAY BAND/LEVEL: 08 A
BAND: 08 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 059161 - $ 076426 SCEIS POSITION #: 61022824

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT EXPERIENCE IN
ADMINISTRATIVE SERVICES, PUBLIC ADMINISTRATION OR
BUSINESS MANAGEMENT.
A BACHELOR'S DEGREE AND FIVE (5) YEARS EXPERIENCE IN ALL AREAS OF
FACILITIES MANAGEMENT OF WHICH TWO (2) MUST BE IN A SUPERVISORY
CAPACITY; OR AN ASSOCIATE DEGREE AND SEVEN (7) YEARS EXPERIENCE IN ALL
AREAS OF FACILITIES MANAGMENT OF WHICH TWO (2) MUST BE IN A
SUPERVISORY CAPACITY; OR A HIGH SCHOOL DIPLOMA AND NINE (9) YEARS
EXPERIENCE IN ALL AREAS OF FACILTIES MANAGEMENT OF WHICH TWO (2) MUST
BE IN A SUPERVISORY CAPACITY. MUST HAVE A VALID SC CDL (COMMERCIAL
DRIVER'S LICENSE. SELECTED APPLICANT WILL BE REQUIRED TO BE OFFICER
CERTIFIED INCLUDING EMERGENCY RESPONSE CERTIFICATION.

DESCRIPTION OF DUTIES:
MANAGES THE DAILY OPERATIONS OF PHYSICAL PLANT OPERATIONS FOR THE
SC DEPARTMENT OF CORRECTIONS (SCDC). COORDINATES PHYSICAL PLANT
ACTIVITIES IN 22 INSTITUTIONS AND ALL SUPPORT BUILDINGS THROUGHOUT
THE STATE. RESPONSIBLE FOR PREPARING & MONITORING THE EXPENDITURES
OF PROGRAM CODE 241 FOR MAINTENANCE, REPAIR, RENOVATIONS & UTILITY
WORK FOR THE AGENCY. MANAGES THE PURCHASE, RECEIPT & ACCOUNTABILITY
OF ALL MATERIALS AND SUPPLIES FOR PHYSICAL PLANT OPERATIONS.
OVERSEES THE COORDINATION OF ALL MAINTENANCE REPAIR & EQUIPMENT
REPLACEMENT FOR THE AGENCY. WRITES, UPDATES & IMPLEMENTS POLICIES &
PROCEDURES, WHICH PERTAIN TO THE PHYSICAL PLANT OPERATIONS. REVIEWS
& EVALUATES ARCHITECTURAL DESIGNS AND ENGINEER DRAWINGS AND MAKES
RECOMMENDATIONS FOR THE AGENCY AS IT PERTAINS TO THE PHYSICAL PLANT
OPERATIONS. ACTS AS THE AGENCY COORDINATOR FOR PHYSICAL PLANT
OPERATIONS DURING EMERGENCY SITUATIONS THAT DIRECTLY EFFECT SCDC.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING