SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/03/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: TRUCK DRIVER SCDC POSITION #: 013329
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM
LOCATION: CANTEEN WHSE INVENTORY/DISTRIBUTION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 E
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 031575 - $ 040753 SCEIS POSITION #: 61016831

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED
PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOUCESE). FOUR (4) YEARS EXPERIENCE IN VEHICLE OPERATIONS AND
MAINTENANCE WITH A GVW OF 50,000 POUNDS OR MORE. MUST HAVE A VALID
SOUTH CAROLINA COMMERCIAL DRIVER'S LICENSE, (CDL-CLASS A).

DESCRIPTION OF DUTIES:
DRIVES TRUCKS TO AND FROM DESIGNATED INSTITUTIONS AS DIRECTED BY WARE-
HOUSE MANAGER REQUIRING UP TO TWO AND ONE HALF HOURS. SUPERVISES
UNLOADING OF MERCHANDISE AT INSTITUTION. VERIFIES QUANTITY, CONDITION
OF MERCHANDISE AT TIME OF DELIVERY. ENTAILS CLOSE OBSERVATION OF ALL
CIVILIAN/INMATE WORKERS INVOLVED IN UNLOADING OF MERCHANDISE. ENSURES
INVOICES ARE PROPERLY VERIFIED AND SIGNED BY INSTITUTIONAL PERSONNEL.
NOTIFIES WAREHOUSE PERSONNEL BY PHONE IMMEDIATELY OF ANY DISCREPANCIES
WHEN DELIVERY IS MADE. ADHERES TO A VEHICLE MAINTENANCE PROGRAM: DAILY
CLEANING OF VEHICLES TO ENSURE READINESS FOR NEXT DAYS DELIVERIES,
PHYSICALLY UNLOADING RETURNS/EMPTY PALLETS, SWEEPING INSIDE OF TRUCK.
DAILY PHYSICAL INSPECTIONS (PRIOR TO DEPARTURE FROM WARESHOUE) TO
ENSURE VEHICLES HAVE PROPER FUEL/OIL LEVELS, PROPER AIR PRESSURE IN
TIRES, PROPER BRAKE CONDITION, ETC.
COMMENTS:
PLEASE SUBMIT RESUME. MUST ATTEND SCDC BASIC TRAINING