SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/21/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES SUPV I SCDC POSITION #: 013322
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: WATEREE FARM OPERATIONS, REMBERT (SUMTER) LEVEL 2

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 #: 61016897

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 RESOURCES). THREE (3) YEARS EXPERIENCE IN OPERATING A TRACTOR
TRAILER; THREE (3) YEARS EXPERIENCE IN OPERATION OF HEAVY EQUIPMENT TO
INCLUDE BUT NOT LIMITED TO BACKHOE, TRACKHOE, MOTOR GRADER, DIRT PAN,
OFF ROAD DUMP TRUCK AND FARM TRACTORS AND EQUIPMENT; THREE (3) YEARS
EXPERIENCE IN ROUTINE AND MINOR MAINTENANCE ON VEHICLES AND RELATED
EQUIPMENT.

DESCRIPTION OF DUTIES:
UNDER LIMITED SUPERVISION OF THE PROGRAM COORDINATOR I, OVERSEES ALL
HEAVY EQUIPMENT OPERATIONS INCLUDING BUT NOT LIMITED TO: CLEARING,
HAULING, ROAD GRADING AND BUILDING, DIKE MGMT. AND ADHERES TO ALL
SCHEDULED MAINTENANCE PROGRAMS REGARDING STATE OWNED EQUIPMENT. ALSO
SUPERVISES THE CLEARING OF LAND, HAULING DIRT, DRAINING PASTURE LANDS,
DIGGING PONDS, AND LEVELING DIRT ON PROPERTY. SUPERVISES AND TRAINS
INMATES ON THE DAILY OPERATIONS OF AGRICULTURE PROCESSES AND ASSISTS
AS NEEDED WITH ANY ROW CROP OR DAIRY NEEDS. MUST HAVE AND MAINTAIN A
VALID SC DMV CLASS A LICENSE (CDL). MUST SATISFACTORILY COMPLETE SCDC
BASIC TRAINING. ALL APPLICATIONS MUST INCLUDE JOB SKILLS INVENTORY AND
RESUME TO BE CONSIDERED FOR POSITION.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING