SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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

SCDC INTERNAL TITLE: PROJECT MANAGER I SCDC POSITION #: 010020
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: FACILITIES ARCHITECH & ENGINEERING, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROJECT MANAGER I STATE JOB CLASS: AK04
PAY BAND/LEVEL: 07 C
BAND: 07 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 052593 - $ 067908 SCEIS POSITION #: 61016625

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROJECT MANAGEMENT EXPERIENCE. (OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). BACHELOR OF ARCHITECTURE, ENGINEERING AND/OR CONSTRUCTION MANAGEMENT WITH TEN (10) YEARS EXPERIENCE. MUST BE A SC CODE ENFORCEMENT OFFICER (CERTIFIED BUILDING OFFICIAL), SC REGISTERED ARCHITECT OR SC REGISTERED ENGINEER (OR OBTAIN WITHIN 90 DAYS OF HIRE.)

DESCRIPTION OF DUTIES:
UNDER LIMITED SUPERVISION, MANAGES ALL PHASES OF CAPITAL IMPROVEMENTS PROJECTS WHICH WILL UTILIZE IN-HOUSE AND/OR CONTRACT CONSTRUCTION FORCES & DIRECTS ALL PLANNING, DESIGN, CODE COMPLIANCE, CONTRACT, CONSTRUCTION, SCHEDULES, BUDGET, AND CLOSEOUT. RESPONSIBLE FOR PREPARING WORK PLANS, CPM SCHEDULES, BIDDING DOCUMENTS, OSE FORMS, CONTRACT DOCUMENTS, DESIGN & SPECIFICATIONS. COORDINATES WITH DESIGN PROFESSIONALS & AGENCY PERSONNEL ON DESIGN & CONSTRUCTION RELATED ISSUES. ENSURES THAT CONTRUCTION PROJECTS ARE IN COMPLIANCE WITH DESIGN DOCUMENTS & APPLICABLE CODES, POLICIES & PROCEDURES. PROVIDES REGULAR PROJECT PROGRESS AND STATUS REPORTS. MUST BE ABLE TO DEMONSTRATE STRONG LEADERSHIP SKILLS AND THE ABILITY TO WORK WELL IN DEMANDING SITUATIONS. ESSENTIAL TO HAVE EXCELLENT WRITTEN & VERBAL COMMUNICATION SKILLS ALONG WITH BEING VERY ORGANIZED WITH WORK FLOW AND DOCUMENTATION METHODS.
COMMENTS:
UNTIL FILLED. RESUME & LICENSES SHOULD BE SUBMITTED WITH APPLICATION.