

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/09/18

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: BLDG/GRNDS MGR

SCDC POSITION #: 014982

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

LOCATION: ALLENDALE CORRECTIONAL INSTITUTION, FAIRFAX (ALLENDALE) LEVEL 2

STATE JOB TITLE: BUILDING/GROUNDS MGR.

STATE JOB CLASS: KA30

PAY BAND/LEVEL: 06 A

BAND: 06

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 039960 - \$ 051623 SCEIS POSITION #: 61020183

MINIMUM AND ADDITIONAL REQUIREMENTS:

AN ASSOCIATE'S DEGREE AND PROFESSIONAL EXPERIENCE DIRECTLY RELATED TO THE AREA OF EMPLOYMENT.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND FIVE (5) YEARS PROFESSIONAL EXPERIENCE IN THE PRINCIPLES AND TECHNIQUES OF FACILITIES MAINTENANCE TO INCLUDE BUT NOT LIMITED TO HVAC, LOCKS/LOCKING DEVICES, PLUMBING, GENERAL CONSTRUCTION AND/OR RENOVATIONS, ELECTRICAL AND KITCHEN EQUIPMENT WITH ONE (1) YEAR SUPERVISORY EXPERIENCE; OR AN ASSOCIATES DEGREE AND SEVEN (7) YEARS PROFESSIONAL EXPERIENCE IN THE PRINCIPLES AND TECHNIQUES OF FACILITIES MAINTENANCE TO INCLUDE BUT NOT LIMITED TO HVAC, LOCKS/LOCKING DEVICES, PLUMBING, GENERAL CONSTRUCTION AND/OR RENOVATIONS; ELECTRICAL AND KITCHEN EQUIPMENT WITH ONE (1) YEAR SUPERVISORY EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND NINE (9) YEARS PROFESSIONAL EXPERIENCE IN THE PRINCIPLES AND TECHNIQUES OF FACILITIES MAINTENANCE TO INCLUDE BUT NOT LIMITED TO HVAC, LOCKS/LOCKING DEVICES, PLUMBING, GENERAL CONSTRUCTION AND/OR RENOVATIONS, ELECTRICAL AND KITCHEN EQUIPMENT WITH ONE (1) YEAR SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

PLAN, DEVELOP, COORDINATE, IMPLEMENT AND SUPERVISE THE DAILY AND EMERGENCY MAINTENANCE AND REPAIR PROGRAMS FOR A LEVEL II INSTITUTION. DEVELOPS MAINTENANCE PLANS AND PROCEDURES FOR OVER 22 BUILDINGS, UTILITY SERVICES, GROUNDS, INSTALLED EQUIPMENT, ETC. DETERMINE REQUIREMENTS, SET PRIORITIES, OBTAIN REQUIRED MATERIALS AND EQUIPMENT, AND ASSIGN WORK. ESTABLISHES ON-CALL PROCEDURES TO RESPOND TO EMERGENCY MAINTENANCE AND REPAIR CALLS AND ENSURES THE WORK IS PROMPTLY AND PROPERLY PERFORMED. DEVELOP AND IMPLEMENT PREVENTIVE MAINTENANCE PROGRAM FOR THE INSTITUTION. DETERMINE ALL ITEMS REQUIRING PERIODIC PREVENTIVE MAINTENANCE AND DEVELOP PM CHECK LIST FOR EACH ITEM. SCHEDULE AND FOLLOW UP TO ENSURE THAT PREVENTIVE MAINTENANCE IS COMPLETED AS REQUIRED. DEVELOP PLAN AND COST ESTIMATE, DETERMINE SCHEDULE, AND OBTAIN REQUIRED MATERIALS, SUPPLIES, AND EQUIPMENT. SELECT, ORIENT AND TRAIN NEW EMPLOYEES AND INMATES TRADEWORKERS AND EVALUATE THEIR PERFORMANCE.

COMMENTS:

MUST ATTEND BASIC TRAINING. SUBMIT RESUME & LICENSE WITH

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APPLICATION.

UNTIL FILLED