SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 07/25/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: TRADES SPEC HVAC SCDC POSITION #: 012997
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: CAMILLE GRAHAM CORRECTIONAL INST., COLUMBIA (RICHLAND) LEVEL 2

STATE JOB TITLE: TRADES SPECIALIST V STATE JOB CLASS: KC50
PAY BAND/LEVEL: 05 C
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 035523 - $ 045869 SCEIS POSITION #: 61020059

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND TRADE EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). EXTENSIVE WORKING KNOWLEDGE OF PRINCIPLES AND TECHNIQUES OF GENERAL MAINTENANCE AND REPAIRS TO HEATING/VENTILATING, AIR CONDITIONING, REFRIGERATION SYSTEMS, BUILDING CONTROL SYSTEMS (I.E., HONEYWELL, JOHNSON CONTROLS, ETC.) STEAM AND HOT WATER BOILERS AND HEAT EXCHANGERS. MUST BE EPA UNIVERSAL CERTIFIED FOR REFRIGERATION SYSTEMS, OR OBTAIN WITHIN SIX (6) MONTHS. RESUME AND APPLICABLE LICENSES SHOULD BE SUBMITTED WITH APPLICATION.

DESCRIPTION OF DUTIES:
DEVELOPS HVAC MAINTENANCE AND REPAIR PROGRAM THROUGHOUT THE FACILITY. SUPERVISES AND COMPLETES HVAC MAINTENANCE, CONSTRUCTION AND RENOVATION PROJECTS FOR ASSIGNED FACILITY. ESTABLISHES ON-CALL PROCEDURES TO RESPOND TO EMERGENCY MAINTENANCE AND REPAIR CALLS AND ASSURES THE WORK IS PROMPTLY AND PROPERLY PERFORMED. DETERMINES REQUIREMENTS FOR HVAC SUPPLIES AND EQUIPMENT. PREPARES JUSTIFICATION FOR SUPPLIES AND EQUIPMENT AND SUBMITS PURCHASE REQUISITIONS. REMAINS ABREAST OF NEW HVAC/REFRIGERATION TECHNIQUES, PROCEDURES AND EQUIPMENT. RECOMMENDS THE PROCUREMENT OF AND ASSISTS IN SUPERVISING THE INSTALLATION OF NEW EQUIPMENT. CONFERS WITH SUPERVISOR AND DEPARTMENTAL MAINTENANCE PERSONNEL AND MAKES RECOMMENDATIONS PERTAINING TO OVERALL MAINTENANCE POLICIES AND OPERATIONS PROCEDURES. MUST ATTEND FOUR (4) WEEK BASIC TRAINING. RESUME, LICENSE(S), AND CERTIFICATION(S) MUST BE SUBMITTED TO BE CONSIDERED FOR POSITION.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
THIS POSITION WILL REMAIN OPEN UNTIL FILLED