

# SC DEPARTMENT OF CORRECTIONS

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OPENING DATE: 08/22/18

CLOSING DATE: 10/08/18 (4:30 PM)

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SCDC INTERNAL TITLE: TRADES SPEC V      HVAC      SCDC POSITION #: 017452  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM  
LOCATION: ALLENDALE CORRECTIONAL INSTITUTION, FAIRFAX (ALLENDALE) 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 #: 61020375

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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). A HIGH SCHOOL DIPLOMA AND FIVE (5) YEARS EXPERIENCE IN GENERAL MAINTENANCE, INSTALLATION AND/OR REPAIRS OF HEATING/ VENTILATING, AIR CONDITIONING AND REFRIGERATION SYSTEMS. MUST BE EPA UNIVERSAL CERTIFIED FOR REFRIGERATION SYSTEMS.

DESCRIPTION OF DUTIES:

DEVELOPS PREVENTIVE MAINTENANCE AND REPAIR PROGRAM THROUGHOUT FACILITY FOR HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION. ESTABLISHES ON-CALL PROCEDURES AND RESPONDS TO CALLS. DETERMINES REQUIREMENTS FOR PREVENTIVE MAINTENANCE AND REPAIR SUPPLIES AND EQUIPMENT AND PREPARES JUSTIFICATION FOR AND REQUISITIONS SUPPLIES/ EQUIPMENT. REMAINS ABREAST OF NEW TECHNIQUES/PROCEDURES/EQUIPMENT IN FUNCTIONAL AREA AND RECOMMENDS THE PROCUREMENT OF AND ASSISTS IN SUPERVISING THE INSTALLATION OF NEW EQUIPMENT. WORK INVOLVES OVERTIME AND 24-HOUR ON-CALL RESPONSIBILITIES FOR EMERGENCY REPAIRS. MUST COMPLETE FOUR (4) WEEKS BASIC TRAINING. RESUME, LICENSE(S), CERTIFICATION(S) MUST BE SUBMITTED TO BE CONSIDERED FOR POSITION.

COMMENTS:

\*\*UNTIL FILLED 10/08/2018\*\*