

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/31/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: TRADES SPEC HVAC

SCDC POSITION #: 010683

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

LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) LEVEL 2

STATE JOB TITLE: TRADES SPECIALIST V

STATE JOB CLASS: KC50

PAY BAND/LEVEL: 05 B

BAND: 05

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 034157 - \$ 044112 SCEIS POSITION #: 61022229

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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. PRESCRIBED BY THE SCDHEC. DETERMINES REQUIREMENTS FOR PLUMBING SUPPLIES AND EQUIPMENT AND PREPARES JUSTIFICATION FOR AND REQUISITIONS ALL SUPPLIES. REMAINS ABREAST OF NEW PLUMBING TECHNIQUES, PROCEDURES AND EQUIPMENT IN FUNCTIONAL AREA AND RECOMMENDS THE PROCUREMENT OF AND ASSISTS IN SUPERVISING THE INSTALLATION OF NEW PLUMBING AND SEWAGE DISPOSAL EQUIPMENT.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING  
PLEASE POST AS "UNTIL FILLED".