SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 08/16/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: TRADES SPEC V SCDC POSITION #: 011596
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 #: 61022275

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 FOUR (4) YEARS OF EXPERIENCE IN VARIOUS MAINTENANCE/TRADES FIELDS, TO INCLUDE TWO (2) YEARS IN A SUPERVISORY CAPACITY.

DESCRIPTION OF DUTIES:
DEVELOPS GENERAL MAINTENANCE AND REPAIR PROGRAM THROUGHOUT THE FACILITY. PROVIDES ASSISTANCE IN THE CARPENTRY, MASONRY, DRYWALL, PAINTING, WELDING FABRICATION, MAINTENANCE AND REPAIR PROGRAM. SUPERVISES AND COMPLETES GENERAL MAINTENANCE, CONSTRUCTION, AND RENOVATION PROJECTS FOR FACILITY. ESTABLISHES ON-CALL PROCEDURES TO RESPOND TO EMERGENCY GENERAL MAINTENANCE AND REPAIR CALLS AND ASSURES THE WORK IS PROMPTLY AND PROPERLY PERFORMED. DETERMINES REQUIREMENTS FOR GENERAL MAINTENANCE AND REPAIR SUPPLIES AND EQUIPMENT; PREPARES JUSTIFICATION AND REQUISITIONS FOR ALL SUPPLIES AND EQUIPMENT. REMAINS ABREAST OF NEW GENERAL MAINTENANCE TECHNIQUES, PROCEDURES AND EQUIPMENT FOR TURBEVILLE CORRECTIONAL INSTITUTION. RECOMMENDS THE PROCUREMENT OF NEW EQUIPMENT AND ASSISTS IN SUPERVISING INSTALLATION OF EQUIPMENT. MUST ATTEND FOUR (4) WEEK BASIC TRAINING. RESUME, LICENSE(S) AND CERTIFICATION(S) MUST BE SUBMITTED TO BE CONSIDERED FOR POSITION.
COMMENTS:
UNTIL FILLED