

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS IS COMMITTED TO PROVIDING EQUAL OPPORTUNITIES TO ALL APPLICANTS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY OR GENETIC INFORMATION.

OPENING DATE: 10/20/18

CLOSING DATE: 11/30/18 (4:30 PM)

---

SCDC INTERNAL TITLE: TRADES SUP KITCHEN EQUIP                      SCDC POSITION #: 021108  
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 #: 61022548

---

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). HIGH SCHOOL DIPLOMA AND TWO (2) YEARS EXPERIENCE IN THE PRINCIPLES AND TECHNIQUES OF FOOD SERVICE OR HVAC SYSTEMS. A UNIVERSAL EPA CERTIFICATION IS REQUIRED OR MUST BE OBTAINED WITHIN SIX (6) MONTHS OF EMPLOYMENT.

DESCRIPTION OF DUTIES:

PLANS, DEVELOPS, COORDINATES, SUPERVISES AND ADMINISTERS MAINTENANCE AND REPAIR PROGRAM FOR THE FOOD SERVICE EQUIPMENT AT TURBEVILLE CORRECTIONAL INSTITUTION. ENSURES COMPLIANCE WITH HEALTH AND ENVIRONMENTAL STANDARDS. DETERMINES REQUIREMENTS FOR PREVENTIVE MAINTENANCE AND REPAIR SUPPLIES AND EQUIPMENT AND PREPARES JUSTIFICATION FOR AND REQUISITIONS SUPPLIES/EQUIPMENT. REMAINS ABREAST OF NEW TECHNIQUES/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. 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. MUST ATTEND FOUR (4) WEEK BASIC TRAINING.

COMMENTS:

RESUME, LICENSE(S) & CERTIFICATION(S) SHOULD BE SUBMITTED TO BE CONSIDERED FOR POSITION.                      POST UNTIL 11/30/2018