SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/09/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: TRADES MANAGER SCDC POSITION #: 014946
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: ELECTRICAL, COLUMBIA (RICHLAND)

STATE JOB TITLE: TRADES MANAGER STATE JOB CLASS: KC60
PAY BAND/LEVEL: 06 C
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 043226 - $ 055813 SCEIS POSITION #: 61022809

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND PROFESSIONAL EXPERIENCE DIRECTLY RELATED TO THE AREA OF EMPLOYMENT.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND FIVE (5) YEARS; OR AN ASSOCIATE'S DEGREE AND SEVEN (7) YEARS; OR A HIGH SCHOOL DIPLOMA AND NINE (9) YEARS PROFESSIONAL EXPERIENCE DIRECTLY RELATED TO SAFETY, BUILDING CODES, AND BUILDING INSPECTIONS. REQUIRES ONE (1) YEAR EXPERIENCE IN A SUPERVISORY CAPACITY. HAVE FIRE INSPECTOR I OR OBTAIN WITHIN 6 MONTHS OF HIRE.

DESCRIPTION OF DUTIES:
ACTS AS ENVIRONMENTAL HEALTH SAFETY OFFICER (EHSO) FOR THE DIVISION OF FACILITIES MANAGEMENT. INSPECTS PREVENTIVE MAINTENANCE PROGRAM FOR AGENCY FACILITIES. INSPECTS ALL AGENCY BUILDINGS AND EQUIPMENT FOR COMPLIANCE WITH APPLICABLE POLICIES, CODES AND STANDARDS. INSPECTS INSTITUTIONAL PROJECTS TO ENSURE COMPLIANCE WITH APPLICABLE POLICIES, CODES AND STANDARDS. COMMUNICATES WITH AND PROVIDES ASSISTANCE TO THE INSTITUTIONAL MAINTENANCE PERSONNEL REGARDING GENERAL MAINTENANCE AND PREVENTIVE MAINTENANCE PROGRAMS. PROVIDES ADMINISTRATIVE AND TECHNICAL ADVICE FOR INSTITUTIONAL MAINTENANCE PERSONNEL. ASSISTS IN ALL ASPECTS OF ENERGY CONSERVATION PROJECTS INCLUDING BUT NOT LIMITED TO SCHEDULING MEETINGS AND SITE INSPECTIONS OF SCDC GUARANTEED ENERGY PERFORMANCE CONTRACTS. COORDINATES AND SCHEDULES ALL ASPECTS OF ASBESTOS PROGRAM TASKS, INCLUDING LIAISION W/DHEC. PREPARES REQUIRED END-OF-YEAR REPORTS. PERFORMS DUTIES OF FACILITIES SUPPORT MANAGER IN HIS ABSENCE.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING