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: 07/17/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: TRUCK DRIVER SCDC POSITION #: 013329
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM
LOCATION: CANTEEN WHSE INVENTORY/DISTRIBUTION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 E
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 031575 - $ 040753 SCEIS POSITION #: 61016831

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). FOUR (4) YEARS EXPERIENCE IN VEHICLE OPERATIONS AND MAINTENANCE WITH A GVW OF 50,000 POUNDS OR MORE. MUST HAVE A VALID SOUTH CAROLINA COMMERCIAL DRIVER'S LICENSE, (CDL-CLASS A).

DESCRIPTION OF DUTIES:
DRIVES TRUCKS TO AND FROM DESIGNATED INSTITUTIONS AS DIRECTED BY WARE-HOUSE MANAGER REQUIRING UP TO TWO AND ONE HALF HOURS. SUPERVISES UNLOADING OF MERCHANDISE AT INSTITUTION. VERIFIES QUANTITY, CONDITION OF MERCHANDISE AT TIME OF DELIVERY. ENTAILS CLOSE OBSERVATION OF ALL CIVILIAN/INMATE WORKERS INVOLVED IN UNLOADING OF MERCHANDISE. ENSURES INVOICES ARE PROPERLY VERIFIED AND SIGNED BY INSTITUTIONAL PERSONNEL. NOTIFIES WAREHOUSE PERSONNEL BY PHONE IMMEDIATELY OF ANY DISCREPANCIES WHEN DELIVERY IS MADE. ADHERES TO A VEHICLE MAINTENANCE PROGRAM: DAILY CLEANING OF VEHICLES TO ENSURE READINESS FOR NEXT DAYS DELIVERIES, PHYSICALLY UNLOADING RETURNS/EMPTY PALLETS, SWEEPING INSIDE OF TRUCK. DAILY PHYSICAL INSPECTIONS (PRIOR TO DEPARTURE FROM WAREHOUSE) TO ENSURE VEHICLES HAVE PROPER FUEL/OIL LEVELS, PROPER AIR PRESSURE IN TIRES, PROPER BRAKE CONDITION, ETC.
COMMENTS:
THIS IS A RE-ANNOUNCEMENT. *UNTIL FILLED.*