

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 08/22/18

CLOSING DATE: 10/08/18 (4:30 PM)

SCDC INTERNAL TITLE: PRGM COORD I

SCDC POSITION #: 016809

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM

LOCATION: RECYCLING OPERATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM COORDINATOR I

STATE JOB CLASS: AH35

PAY BAND/LEVEL: 05 A

BAND: 05

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 032838 - \$ 042420 SCEIS POSITION #: 61016860

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND ONE (1) YEAR RELEVANT PROGRAM EXPERIENCE; OR AN ASSOCIATE DEGREE AND THREE (3) YEARS RELEVANT PROGRAM EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND FIVE (5) YEARS RELEVANT PROGRAM EXPERIENCE. MUST HAVE A (CDL) COMMERCIAL DRIVER'S LICENSE, CLASS "A". MUST HAVE EXPERIENCE IN THE USE OF CRT AND/OR PERSONAL COMPUTER. MUST HAVE EXPERIENCE IN THE USE OF HEAVY EQUIPMENT (I.E., BACKHOE, FLATBED TRAILERS TO INCLUDE LOADING OF HEAVY EQUIPMENT).

DESCRIPTION OF DUTIES:

UNDER DIRECT SUPERVISION OF THE BRANCH CHIEF, PLANS, ASSIGNS & DIRECTS WORK OF THE SCDC RECYCLING CENTER, DRIVERS, OFFICER & INMATE WORKERS TO INCLUDE COLLECTION OF RECYCLABLES FROM ALL AGENCY INSTITUTIONS & FACILITIES AS WELL AS OTHER AGENCIES/ENTITIES. ENSURES SECURITY & PROPER HANDLING OF ALL CONFIDENTIAL MATERIALS ENTRUSTED TO THE AGENCY FOR SHREDDING &/OR DESTRUCTION. INTERACTS & IS A LIAISON WITH OTHER STATE, FEDERAL & LOCAL AGENCIES, PRIVATE CONTRACTORS & PUBLIC INTEREST GROUPS TO MANAGE, COORDINATE & IMPROVE AGENCY RECYCLING PRACTICES & PROCEDURES. INCUMBENT IS RESPONSIBLE FOR DAY-TO-DAY OPERATION OF THE RECYCLING CENTER. ENSURES THAT ALL RECYCLABLES RETURNED TO THE RECYCLING CENTER ARE WEIGHED/DOCUMENTED. SETS UP & MAINTAINS MAINTENANCE SCHEDULES ON ALL RECYCLING EQUIPMENT & VEHICLES. MAINTAINS GOOD RAPPORT & EFFECTIVE RELATIONSHIPS WITH AGENCY PERSONNEL & OUTSIDE RELATED PARTIES. CONDUCTS EMPLOYEE & INMATE TRAINING/EDUCATION ON EQUIPMENT & RECYCLABLE PRODUCTS. DRIVES ALL RECYCLING VEHICLES

COMMENTS:
MUST ATTEND SCDC BASIC TRAINING

OPEN UNTIL 10/08/18