

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 11/14/17

CLOSING DATE: UNTIL FILLED

---

SCDC INTERNAL TITLE: INDUSTRIES PLANT MGR SCDC POSITION #: 016252

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

LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35

PAY BAND/LEVEL: 05 E

BAND: 05

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 038422 - \$ 049591 SCEIS POSITION #: 61018264

---

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

ONE (1) YEAR INDUSTRY EXPERIENCE AND TWO (2) YEARS SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION, MANAGES AN INDUSTRIAL OPERATION CONSISTING OF THE MANUFACTURING OF MODULAR FURNITURE AND FURNITURE UPHOLSTERY LOCATED IN MCCORMICK CORRECTIONAL INSTITUTION. PROVIDES SERVICE TO OUR CUSTOMERS IN THE MOST EFFICIENT & ECONOMICAL MANNER WHILE SUPERVISING AND TEACHING INMATE SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. SELECTS, TRAINS AND SUPERVISES ASSIGNED PERSONNEL. OVERSEES PRODUCTION AND COORDINATES DELIVERY OF PRODUCTS & SERVICES AT MINIMAL COST. ENSURES EQUIPMENT IS PROPERLY MAINTAINED. ESTABLISHES A SAFE AND HEALTHY WORK ENVIRONMENT IN ACCORDANCE WITH STATE & OSHA GUIDELINES. MANAGES INVENTORY, ORDERS SUPPLIES, RAW MATERIALS AND SUBMITS WORK ORDERS. MAINTAINS HIGH QUALITY CONTROL & PERFORMS VARIOUS ADMINISTRATIVE FUNCTIONS. COORDINATES ACTIVITIES WITH THE DIVISION OF INDUSTRIES AND INSTITUTIONAL PERSONNEL. SCHEDULE SUBJECT TO CHANGE TO MEET THE DEMANDS OF THE INDUSTRY. \*\*\*\*\*PLEASE SUBMIT RESUME\*\*\*\*\*

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING