

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/23/17

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 - \$ 042264 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. MANUFACTURES PRODUCTS
AND PROVIDES SERVICE TO OUR CUSTOMERS IN THE MOST EFFICIENT AND
ECONOMICAL MANNER WHILE SUPERVISING AND TEACHING INMATE SKILLS THAT
AN BE UTILIZED UPON THEIR RELEASE. SELECTS, TRAINS AND SUPERVISES
ASSIGNED PERSONNEL. SUPERVISES PRODUCTION AND COORDINATES DELIVERY OF
PRODUCTS & SERVICES AT MINIMAL COST. ENSURES EQUIPMENT IS PROPERLY
MAINTAINED. ESTABLISHES A SAFE AND HEALTHY WORK ENVIRONMENTIN
ACCORDANCE WITH STATE AND OSHA GUIDELINES. MANAGES INVENTORY, ORDERS
SUPPLIES, RAW MATERIALS AND SUBMITS WORK ORDERS. 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

** RECRUITING - PLEASE ANNOUNCE UNTIL FILLED! **