

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/26/16

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES PRODUCTION MGR SCDC POSITION #: 010386
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0630 AM - 0430 PM
LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) LEVEL 2

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
PAY BAND/LEVEL: 05 E
BAND: 05 SALARY RANGE \$ 032838 - \$ 060760 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 038422 - \$ 042264 SCEIS POSITION #: 61020441

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 HIGH SCHOOL DIPLOMA AND ONE (1) YEAR EXPERIENCE
IN INDUSTRIAL/MANUFACTURING.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION, MANAGES A TRADITIONAL RECYCLING OPERATION
AT RIDGELAND CORRECTIONAL INSTITUTION.
PROVIDES SERVICES TO OUR CUSTOMERS IN THE MOST EFFICIENT &
ECONOMICAL MANNER WHILE SUPERVISING & TEACHING INMATES SKILLS
THAT CAN BE UTILIZED UPON THEIR RELEASE. SELECTS, TRAINS AND
SUPERVISES ASSIGNED PERSONNEL AND INMATE WORK FORCE ASSIGNED TO
THE PLANT. MAINTAINS AN OPERATION THAT IS SAFE IN ACCORDANCE TO
THE STATE AND OSHA GUIDELINES. ENSURES EQUIPMENT IS MAINTAINED
PROPERLY. MANAGES INVENTORY, ORDERS SUPPLIES AND ENTERS WORK ORDERS
SCHEDULE SUBJECT TO CHANGE TO MEET THE DEMANDS OF THE INDUSTRY.

**** RESUME MUST BE SUBMITTED WITH APPLICATION ****

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING