

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 07/13/18

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES PLANT OP MGR SCDC POSITION #: 010409
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM
LOCATION: TYGER RIVER CORRECTIONAL INSTITUTION, ENOREE (SPARTANBURG) LEVEL 2

STATE JOB TITLE: PROGRAM COORDINATOR II STATE JOB CLASS: AH40
PAY BAND/LEVEL: 06 E
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 046751 - \$ 049477 SCEIS POSITION #: 61017161

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 TWO (2) YEARS OF MANUFACTURING EXPERIENCE WITH KNOWLEDGE OF PRODUCTION METHODS & TECHNIQUES AND TWO (2) YEARS OF SUPERVISORY EXPERIENCE;
OR AN ASSOCIATE'S DEGREE AND FOUR (4) YEARS OF MANUFACTURING EXPERIENCE WITH KNOWLEDGE OF PRODUCTION METHODS & TECHNIQUES AND TWO (2) YEARS OF SUPERVISORY EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND SIX (6) YEARS OF MANUFACTURING EXPERIENCE AND KNOWLEDGE OF PRODUCTION METHODS & TECHNIQUES AND TWO (2) YEARS OF SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION, MANAGES THE DAILY ACTIVITIES OF A MANUFACTURING OPERATION (WOOD FLOORING) WITHIN A CORRECTIONAL SETTING. MAINTAINS A POSITIVE,WORKING RELATIONSHIP WITH THE CUSTOMER TO ENSURE AN EFFECTIVE PRODUCTION FLOW FOR THIS MULTI-SHIFT FACILITY. SELECTS, TRAINS & SUPERVISES ASSIGNED PERSONNEL (13 EMPLOYEES & 500 +/- INMATE WORKERS); TEACHING INMATES SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. MAINTAINS A SAFE & HEALTHY WORK ENVIRONMENT IN ACCORDANCE WITH STATE & OSHA GUIDELINES. COORDINATES ACTIVITIES WITH THE DIVISION OF INDUSTRIES, INSTITUTIONAL PERSONNEL AND THE CUSTOMER. PERFORMS VARIOUS ADMINISTRATIVE FUNCTIONS.
WORK SCHEDULE SUBJECT TO CHANGE TO MEET INDUSTRY DEMANDS.

COMMENTS:

THIS POSITION WILL REMAIN UNTIL FILLED.