SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/20/18 CLOSING DATE: 07/20/18 (4:30 PM)

SCDC INTERNAL TITLE: TRADES SPEC HVAC SCDC POSITION #: 015023
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: TRADES SPECIALIST V STATE JOB CLASS: KC50
PAY BAND/LEVEL: 05 C
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 035523 - $ 045869 SCEIS POSITION #: 61018592

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND TRADE EXPERIENCE THAT IS DIRECTLY
RELATED TO THE AREA OF EMPLOYMENT.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES).
A HIGH SCHOOL DIPLOMA AND FIVE (5) YEARS OF EXPERIENCE
IN GENERAL MAINTENANCE, INSTALLATION AND/OR REPAIR OF HEATING/
VENTILATING, AIR CONDITIONING AND REFRIGERATION SYSTEMS. MUST BE EPA
UNIVERSAL CERTIFIED FOR REFRIGERATION SYSTEMS.

DESCRIPTION OF DUTIES:
DEVELOPS HVAC MAINTENANCE AND REPAIR PROGRAM THROUGHOUT THE FACILITY.
SUPERVISES AND COMPLETES HVAC MAINTENANCE, CONSTRUCTION AND RENOVATION
PROJECTS FOR ASSIGNED FACILITY. ESTABLISHES ON-CALL PROCEDURES TO
RESPOND TO EMERGENCY MAINTENANCE AND REPAIR CALLS AND ASSURES THE WORK
IS PROMPTLY AND PROPERLY PERFORMED. DETERMINES REQUIREMENTS FOR HVAC
SUPPLIES AND EQUIPMENT. PREPARES JUSTIFICATION FOR SUPPLIES AND
EQUIPMENT AND SUBMITS PURCHASE REQUISITIONS. REMAINS ABREAST OF NEW
HVAC/REFRIGERATION TECHNIQUES, PROCEDURES AND EQUIPMENT. RECOMMENDS
THE PROCUREMENT OF AND ASSISTS IN SUPERVISING THE INSTALLATION OF NEW
EQUIPMENT. ORIENTATES NEW EMPLOYEES; ADMINISTERS ON-THE-JOB TRAINING
TO ASSIGNED PERSONNEL AND EVALUATES THEIR PERFORMANCE. CONFERS WITH
SUPERVISOR AND DEPARTMENTAL MAINTENANCE PERSONNEL AND MAKES RECOMMEN-
DATIONS PERTAINING TO OVERALL MAINTENANCE POLICIES AND OPERATION'S
PROCEDURES. MUST ATTEND FOUR (4) WEEKS BASIC TRAINING. RESUME,
LICENSE(S) AND CERTIFICATION(S) MUST BE SUBMITTED TO BE CONSIDERED
COMMENTS:
RESUME, LICENSE(S) AND CERTIFICATION(S) MUST BE SUBMITTED TO BE
CONSIDERED FOR POSITION.