SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/19/16 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: TRADES SPEC V SCDC POSITION #: 011708
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: TRADES SPECIALIST V STATE JOB CLASS: KC50
PAY BAND/LEVEL: 05 C
BAND: 05 SALARY RANGE $ 032838 - $ 060760 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 034405 - $ 040153 SCEIS POSITION #: 61019161

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 TWO (2) YEARS OF EXTENSIVE WORKING KNOWLEDGE IN THE MAINTENANCE AND REPAIRS OF LOCKING DEVICES AND GENERAL MAINTENANCE KNOWLEDGE. WELDING EXPERIENCE IS PREFERRED.

DESCRIPTION OF DUTIES:
PLANS & DEVELOPS REPAIR PROGRAM FOR ALL LOCKING DEVICES, DOORS, DOOR CLOSURES, EMERGENCY EQUIPMENT, AND OTHER SECURITY EQUIPMENT ITEMS. PERFORMS ROUTINE & EMERGENCY MAINTENANCE ON ALL SECURITY EQUIPMENT, DOORS, LOCKING DEVICES, ETC. AS PRESCRIBED DAILY. WEEKLY/MONTHLY INVENTORIES OF ALL KEYS & OTHER RELATED EQUIPMENT & PREPARES & SUBMITS WRITTEN REPORTS ON INSPECTIONS & INVENTORIES. PROCURES NECESSARY MATERIALS, PARTS & SUPPLIES TO MAINTAIN ALL LOCKING DEVICES, DOORS, & KEYS IN GOOD WORKING ORDER & COMPLETES OTHER ASSIGNED ITEM PROJECTS. PROVIDES GENERAL MAINTENANCE FOR MAXIMUM SECURITY INSTITUTION TO INCLUDE CARRYING OUT SPECIAL PROJECTS & SERVICE WORK ORDERS. SUPERVISE INMATE WORK CREW ENGAGED IN GENERAL MAINTENANCE/LOCKSMITH DUTIES. REPAIR/REPLACE DOORS, LOCKS, GATES & WINDOWS. INSTALL & MAINTAIN RAZOR WIRE & FENCE REPAIRS. ORGANIZES & ENSURES PROPER CONTROL ACCOUNTABILITY & SECURITY FOR ITEMS ASSIGNED TO INSTITUTION. MAINTAIN AN EFFECTIVE, ORGANIZED PREVENTIVE MAINTENANCE PROGRAM.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
UNTIL FILLED