SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/08/18 CLOSING DATE: 07/13/18 (4:30 PM)

SCDC INTERNAL TITLE: HVAC - REFRIGERATION TECH SCDC POSITION #: 019830
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: WATEREE RIVER CORRECTIONAL INSTITUTION, REMBERT (SUMTER) LEVEL 2

STATE JOB TITLE: TRADES SPECIALIST V STATE JOB CLASS: KC50
PAY BAND/LEVEL: 05 B
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 034157 - $ 044112 SCEIS POSITION #: 61022729

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). TWO (2) YEARS OF EXTENSIVE WORKING KNOWLEDGE OF
PRINCIPLES AND TECHNIQUES OF GENERAL MAINTENANCE AND REPAIRS TO
HEATING/VENTILATING, AIR CONDITIONING, REFRIGERATION SYSTEMS, BUILDING
CONTROL SYSTEMS (I.E., HONEYWELL, JOHNSON CONTROLS, ETC.), STEAM AND
HOT WATER BOILERS AND HEAT EXCHANGERS. MUST BE EPA UNIVERSAL CERTIFIED
FOR REFRIGERATION SYSTEMS.

DESCRIPTION OF DUTIES:
DEVELOPS PREVENTIVE MAINTENANCE AND REPAIR PROGRAM THROUGHOUT FACILITY
FOR HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION.
ESTABLISHES ON-CALL PROCEDURES AND RESPONDS TO CALLS. DETERMINES
REQUIREMENTS FOR PREVENTIVE MAINTENANCE AND REPAIR SUPPLIES AND
EQUIPMENT AND PREPARES JUSTIFICATION FOR AND REQUISITIONS SUPPLIES/
EQUIPMENT. REMAINS ABREAST OF NEW TECHNIQUES/PROCEDURES/EQUIPMENT IN
FUNCTIONAL AREA AND RECOMMENDS THE PROCUREMENT OF AND ASSISTS IN
SUPERVISING THE INSTALLATION OF NEW EQUIPMENT. WORK INVOLVES OVERTIME
AND 24-HOUR ON-CALL RESPONSIBILITIES FOR EMERGENCY REPAIRS.
MAINTENANCE FIELD TO INCLUDE: HVAC, PLUMBING AND GENERAL MAINTENANCE.
ORIENTATES NEW EMPLOYEES; ADMINISTERS ON-THE-JOB TRAINING TO ASSIGNED
PERSONNEL AND EVALUATES THEIR PERFORMANCE. CONFERS WITH SUPERVISOR
AND DEPARTMENTAL MAINTENANCE PERSONNEL AND MAKES RECOMMENDATIONS PER-
TAINING TO OVERALL MAINTENANCE POLICIES AND OPERATION PROCEDURES. MUST
ATTEND FOUR (4) WEEK BASIC TRAINING.
COMMENTS:
RESUME, LICENSE(S) AND CERTIFICATION(S) MUST BE SUMBITTED TO
BE CONSIDERED FOR POSITION.