

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/20/18

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

SCDC INTERNAL TITLE: ASSET CONTROL AREA MANAGER SCDC POSITION #: 018838
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: HEADQUARTERS COMPLEX-GROUNDS MAINT, COLUMBIA (RICHLAND)

STATE JOB TITLE: TRADES MANAGER STATE JOB CLASS: KC60
PAY BAND/LEVEL: 06 C
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 043226 - \$ 055813 SCEIS POSITION #: 61022820

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND PROFESSIONAL EXPERIENCE DIRECTLY RELATED TO THE AREA OF EMPLOYMENT.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES).

A BACHELOR'S DEGREE AND FOUR(4) YEARS OF EXPERIENCE IN TOOL, EQUIPMENT, VEHICLE AND MATERIAL ACCOUNTABILITY AND MANAGEMENT, TWO(2) YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY; OR AN ASSOCIATE DEGREE AND SIX(6) YEARS OF EXPERIENCE IN TOOL, EQUIPMENT, VEHICLE AND MATERIAL ACCOUNTABILITY AND MANAGEMENT, TWO (2) YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY; OR A HIGH SCHOOL DIPLOMA AND EIGHT (8) YEARS EXPERIENCE IN TOOL, EQUIPMENT, VEHICLE AND MATERIAL MANAGEMENT, TWO (2) YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY.

DESCRIPTION OF DUTIES:

DIRECTS THE PLANNING, COORDINATION & ORGANIZATION OF THE ASSET CONTROL AREA FOR FACILITIES MANAGEMENT (FM) & ENSURES SECURITY AND 100% ACCOUNTABILITY OF ALL ASSIGNED TOOLS, EQUIPMENT, HEAVY EQUIPMENT, VEHICLES AND MATERIALS. DIRECTS THE ORGANIZATION AND IMPLEMENTATION OF A PREVENTIVE MAINTENANCE & REPAIR PROGRAM FOR TOOLS, EQUIPMENT, HEAVY EQUIPMENT & VEHICLES FOR FM. DIRECTS THE PLANNING, COORDINATION AND ORGANIZATION OF FIXED ASSETS FOR FM. COORDINATES CENTRAL RECEIVING FOR FM. DIRECTS THE EVALUATIONS, DEVELOPMENT, BUDGETING, ORGANIZATION & IMPLEMENTATION OF FUTURE REPLACEMENT NEEDS OF EXISTING TOOLS, EQUIPMENT, HEAVY EQUIPMENT, MATERIALS & VEHICLES FOR FM. MAINTAINS SKILLED WORKFORCE THROUGH RECRUITMENT & SELECTION OF QUALIFIED CIVILIAN/INMATE EMPLOYEES. IMPLEMENTS & SUPERVISES THE EMERGENCY MAINTENANCE ON-CALL PROCEDURES FOR ALL TOOLS, EQUIPMENT & HEAVY EQUIPMENT FOR FM. MUST HAVE A CDL LICENSE. MUST ATTEND FOUR (4) WEEK BASIC TRAINING.

COMMENTS:

RESUME, LICENSE(S) AND CERTIFICATION(S) MUST BE SUBMITTED TO BE CONSIDERED FOR POSITION.