SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/01/16 CLOSING DATE: 12/08/16 (4:30 PM)

SCDC INTERNAL TITLE: TRADES SPEC V SCDC POSITION #: 011118
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: MANNING REENTRY/WORK RELEASE CENTER, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: TRADES SPECIALIST V STATE JOB CLASS: KC50
PAY BAND/LEVEL: 05 B
BAND: 05 SALARY RANGE $ 032838 - $ 060760 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 034157 - $ 044112 SCEIS POSITION #: 61019577

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 EXPERIENCE IN INSTALLATION AND/OR REPAIRS OF HEATING, VENTILATING, AIR CONDITIONING (HVAC) AND REFRIGERATION SYSTEMS. MUST BE EPA UNIVERSAL CERTIFIED.

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. 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.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING