

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

CLOSING DATE: 02/21/18 (4:30 PM)

SCDC INTERNAL TITLE: PHY PLANT MGR

SCDC POSITION #: 019018

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM

LOCATION: PHYSICAL PLANT, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE MGR II

STATE JOB CLASS: AH25

PAY BAND/LEVEL: 08 A

BAND: 08

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 059161 - \$ 076426 SCEIS POSITION #: 61022824

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT EXPERIENCE IN ADMINISTRATIVE SERVICES, PUBLIC ADMINISTRATION OR BUSINESS MANAGEMENT.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES.) A BACHELOR'S DEGREE AND FIVE (5) YEARS EXPERIENCE IN ALL AREAS OF FACILITIES MANAGEMENT OF WHICH TWO (2) MUST BE IN A SUPERVISORY CAPACITY; OR AN ASSOCIATE DEGREE AND SEVEN (7) YEARS EXPERIENCE IN ALL AREAS OF FACILITIES MANAGEMENT OF WHICH TWO (2) MUST BE IN A SUPERVISORY CAPACITY; OR A HIGH SCHOOL DIPLOMA AND NINE (9) YEARS EXPERIENCE IN ALL AREAS OF FACILITIES MANAGEMENT OF WHICH TWO (2) MUST BE IN A SUPERVISORY CAPACITY. MUST HAVE A VALID SC CDL (COMMERCIAL DRIVER'S LICENSE). MUST HAVE A VALID SC MECHANICAL OR GENERAL CONTRACTORS LICENSE. APPLICANT WILL BE REQUIRED TO BE OFFICER CERTIFIED INCLUDING EMERGENCY RESPONSE CERTIFICATION.

** RESUME & LICENSES MUST BE SUBMITTED WITH APPLICATION**

THIS IS A REANNOUNCEMENT ALL PREVIOUS APPLICANTS MUST REAPPLY TO BE CONSIDERED.

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DESCRIPTION OF DUTIES:

MANAGES THE DAILY OPERATIONS OF PHYSICAL PLANT OPERATIONS FOR THE SC DEPARTMENT OF CORRECTIONS (SCDC). COORDINATES PHYSICAL PLANT ACTIVITIES IN 22 INSTITUTIONS AND ALL SUPPORT BUILDINGS THROUGHOUT THE STATE. RESPONSIBLE FOR PREPARING & MONITORING THE EXPENDITURES OF PROGRAM CODE 241 FOR MAINTENANCE, REPAIR, RENOVATIONS & UTILITY WORK FOR THE AGENCY. MANAGES THE PURCHASE, RECEIPT & ACCOUNTABILITY OF ALL MATERIALS AND SUPPLIES FOR PHYSICAL PLANT OPERATIONS.

OVERSEES THE COORDINATION OF ALL MAINTENANCE REPAIR & EQUIPMENT REPLACEMENT FOR THE AGENCY. WRITES, UPDATES & IMPLEMENTS POLICIES & PROCEDURES, WHICH PERTAIN TO THE PHYSICAL PLANT OPERATIONS. REVIEWS & EVALUATES ARCHITECTURAL DESIGNS AND ENGINEER DRAWINGS AND MAKES RECOMMENDATIONS FOR THE AGENCY AS IT PERTAINS TO THE PHYSICAL PLANT OPERATIONS. ACTS AS THE AGENCY COORDINATOR FOR PHYSICAL PLANT OPERATIONS DURING EMERGENCY SITUATIONS THAT DIRECTLY EFFECT SCDC.

COMMENTS:

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MUST SUBMIT RESUME & LICENSES.