

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/03/18

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: TRUCK DRIVER

SCDC POSITION #: 013329

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM

LOCATION: CANTEEN WHSE INVENTORY/DISTRIBUTION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM ASSISTANT

STATE JOB CLASS: AH30

PAY BAND/LEVEL: 04 E

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 031575 - \$ 040753 SCEIS POSITION #: 61016831

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOUCES). FOUR (4) YEARS EXPERIENCE IN VEHICLE OPERATIONS AND MAINTENANCE WITH A GVW OF 50,000 POUNDS OR MORE. MUST HAVE A VALID SOUTH CAROLINA COMMERCIAL DRIVER'S LICENSE, (CDL-CLASS A).

DESCRIPTION OF DUTIES:

DRIVES TRUCKS TO AND FROM DESIGNATED INSTITUTIONS AS DIRECTED BY WAREHOUSE MANAGER REQUIRING UP TO TWO AND ONE HALF HOURS. SUPERVISES UNLOADING OF MERCHANDISE AT INSTITUTION. VERIFIES QUANTITY, CONDITION OF MERCHANDISE AT TIME OF DELIVERY. ENTAILS CLOSE OBSERVATION OF ALL CIVILIAN/INMATE WORKERS INVOLVED IN UNLOADING OF MERCHANDISE. ENSURES INVOICES ARE PROPERLY VERIFIED AND SIGNED BY INSTITUTIONAL PERSONNEL. NOTIFIES WAREHOUSE PERSONNEL BY PHONE IMMEDIATELY OF ANY DISCREPANCIES WHEN DELIVERY IS MADE. ADHERES TO A VEHICLE MAINTENANCE PROGRAM: DAILY CLEANING OF VEHICLES TO ENSURE READINESS FOR NEXT DAYS DELIVERIES, PHYSICALLY UNLOADING RETURNS/EMPTY PALLETS, SWEEPING INSIDE OF TRUCK. DAILY PHYSICAL INSPECTIONS (PRIOR TO DEPARTURE FROM WARESHOU) TO ENSURE VEHICLES HAVE PROPER FUEL/OIL LEVELS, PROPER AIR PRESSURE IN TIRES, PROPER BRAKE CONDITION, ETC.

COMMENTS:

PLEASE SUBMIT RESUME. MUST ATTEND SCDC BASIC TRAINING