SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/31/17 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: TRADES SPEC HVAC SCDC POSITION #: 010683
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) 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 #: 61022229

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 GENERAL MAINTENANCE, INSTALLATION AND/OR REPAIRS OF HEATING/
VENTILATING, AIR CONDITIONING AND REFRIGERATION SYSTEMS. 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.
PRESCRIBED BY THE SCDHEC. DETERMINES REQUIREMENTS FOR PLUMBING
SUPPLIES AND EQUIPMENT AND PREPARES JUSTIFICATION FOR AND REQUISITIONS
ALL SUPPLIES. REMAINS ABREAST OF NEW PLUMBING TECHNIQUES, PROCEDURES
AND EQUIPMENT IN FUNCTIONAL AREA AND RECOMMENDS THE PROCUREMENT OF AND
ASSISTS IN SUPERVISING THE INSTALLATION OF NEW PLUMBING AND SEWAGE
DISPOSAL EQUIPMENT.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
PLEASE POST AS "UNTIL FILLED".