



STATE OF UTAH
invites applications for the position of:

Program Specialist I - Delivery and Installation

SALARY: \$18.73 Hourly
OPENING DATE: 03/18/19
CLOSING DATE: 04/01/19 11:59 PM
NUMBER OF OPENINGS: 1

BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

DRIVER LICENSE REQUIREMENTS: Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

PHYSICAL ADDRESS: Utah Correctional Industries Utah State Prison 14402 S Pony Express Rd Draper, UT 84020

RECRUITER CONTACT INFORMATION: Dan Thompson Email: dpthompson@utah.gov Phone: (801) 545-5532

OVERTIME EXEMPT: No

SCHEDULE CODE: B - Competitive Career Service - Employment in this position requires a probationary period.

EEO STATEMENT: The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

FMLA NOTIFICATION: FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at

<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or
<https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf>
 (Spanish)

JOB DESCRIPTION:

We have a position for you if you are good at paying attention to details, a quick thinker, and learning new things. This position of Program Specialist in the warehouse might be for you! You can lead the way with your management and administrative leadership skills at Utah Department of Corrections (UDC) with our Utah Correctional Industries (UCI) team.



The Program Specialist for UCI will be working with delivery and installation of products.

Job duties will include:

- Operating company delivery van/delivery box truck.
- Accurately inventory incoming merchandise.
- File/Tracking damage claims of merchandise received.
- Loading and off loading trucks and setting & off setting goods.
- Ensuring the safety regulations and guidelines are followed, to include enforcement of OSHA, EPA, and security regulations.
- Monitoring shop, tools and/or program budgets.
- Performing product deliveries and on-site service to the customers within the service route. Ensuring a quality move/install for the client.
- Working with correctional officers assigned to the program to coordinate safety of the offender within the work place and/or any applicable property supplies or equipment.

The ideal candidate for this position is someone who:

- Has experience with basic tools & equipment to facilitate large item delivery and assembly.
- Has attention to detail.
- Has ability to lift, carry and maneuver items weighing up to 100 lbs.
- Can plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines.
- Make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions.
- Has knowledge performing minor repairs and cleaning furniture.
- Has strong customer service skills.
- Has knowledge in agency and state budget practices.
- Has finish carpentry skills.
- Self-motivated and driven to increase knowledge of UCI products and share that knowledge with customers.
- Work independently as well as within a team.

Physical requirements:

- Must be able run, maneuver, navigate, or drive vehicles or mechanized equipment.
- Physical ability to work in unusual environmental stress situations, e.g. working at great heights, working in extreme outdoor weather conditions, etc.
- Able to lift 100+ pounds or more.

What's in it for you?

We seek out only the best -- the best skills, the best attitudes -- and expect the best results from our employees. In return, we will not only offer a highly competitive compensation and benefits package but the training, development and support to make you a success.

Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

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SUPPLEMENTAL INFORMATION:

- **NOTE:** Department of Human Resource Management rules regarding promotions and transfers apply to current state employee.
- The work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 100 pounds, crouching or crawling.
- CURRENT UDC employees hourly rate will be subjected to the career ladder.

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APPLICATIONS MAY BE FILED ONLINE AT:
<https://statejobs.utah.gov>

Position #19289
 PROGRAM SPECIALIST I - DELIVERY AND INSTALLATION
 DT

2120 State Office Building
 Salt Lake City, UT 84114
 801-538-3025

statejobs@utah.gov

Program Specialist I - Delivery and Installation Supplemental Questionnaire

- * 1. Employment working in a public safety/law enforcement environment requires: A criminal history check (BCI) that will be conducted before a final offer of employment. *If you are a current or past employee, your file will be reviewed as part of the hiring process.
 - I acknowledge that I have read the statements above.
- * 2. Are you a current employee with the Department of Corrections, or have ever worked for the Department of Corrections?
 - Yes
 - No
- * 3. Our ideal candidate will possess professional experience in customer service, delivery and installation. Please select the number of years of professional experience you have in these areas.
 - None
 - Up to 1 year experience
 - Up to 3 years experience
 - Up to 5 years experience
 - Up to 8 years experience

- Up to 10 years experience
 - 10+ years experience
- * 4. Select all the areas you have professional experience with:
- None
 - Wood Working
 - Merchandise receiving
 - Inventory of merchandise
 - Product delivery
 - Working with basic tools and equipment
 - Finish carpentry skills
5. Do you have any additional skills or experience working in a warehouse or with inventory? Please describe below.
- * 6. Please rate your professional customer service experience.
- None
 - Limited experience
 - Moderate experience
 - Extensive experience
- * 7. Selected applicant must be able to lift a minimum of 100 pounds. Are you able to safely perform this function?
- No
 - Yes
- * 8. How many years of warehouse experience do you have?
- less than 6 months
 - 1 - 2 years
 - 3 - 4 years
 - 5 years or more
- * 9. Please describe your warehouse experience and include dates and places of employment.
- * 10. For this position, you must have, or be able to obtain, and maintain a valid Utah driver license and clean driving record. Can you meet this requirement?
- Yes
 - No
- * 11. Please indicate how you heard about this specific job posting.
- State Jobs
 - An External Job Posting Site (Indeed, LinkedIn, etc.)
 - Social Media (Facebook, Twitter, etc.)
 - Advertisement (Newspaper, Internet, Radio, etc.)
 - Professional Network
 - University Network (Career Center)
 - Referred by a Friend or Colleague
 - Contacted by a Recruiter
 - Career Fair
 - Internal communication from a State Agency that employs me - State employees only
 - Other
- * 12. As part of this application process, you must upload your resume and references into your profile. Failure to include a resume may result in disqualification. Your answers

to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.

I acknowledge that I have read the statement above.

* Required Question