UNIVERSITY OF SOUTHERN CALIFORNIA
Specialized Equipment Assistant
Job Code: 155019

Grade: F
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Provides services for users of specialized equipment (and/or other materials). Assists in taking inventory, ordering, receiving, and distribution. Builds, maintains, cleans and repairs equipment.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Provides services for users of specialized equipment or related materials following standard operating procedures. Assists in completion of equipment request forms (if applicable), locates and retrieves requested items, counts and logs equipment, issues to user. Checks in returned items and stores in proper location. May advise user on availability of equipment and on correct, safe use of equipment.

Assists in acquisition of specialized equipment (and related materials) through purchase, rental, loan or donation.

Maintains equipment and related materials, including cleaning and/or laundering, if applicable. Repairs equipment or coordinates repairs with outside vendors.

Keeps current inventory records of equipment and materials in stock and on order. Notifies supervisor when equipment inventory is low or when delivery of ordered materials is past due. Orders materials, as assigned. Prepares inventory reports, as needed.

Complies with all applicable rules and regulations regarding maintenance and use of specialized equipment.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☒ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
High School or equivalent
Combined experience/education as substitute for minimum education

**Minimum Experience:**

1 Year

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Knowledge of particular specialized equipment plus experience in stockroom operations or related work

**Skills: Administrative:**

- Maintain filing systems
- Read handwritten text
- Understand and apply policies and procedures

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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