UNIVERSITY OF SOUTHERN CALIFORNIA

Specialized Equipment Manager

Job Code: 155023

OT Eligible: No

Comp Approval: 6/2/2017

JOB SUMMARY:

This position is responsible for providing service for users of specialized equipment, coordinating delivery and distribution of equipment and related materials. The Specialized Equipment Manager maintains updated inventory of department specialized equipment, analyzes department needs, makes recommendations, and coordinates the acquisition of specialized equipment. This position is also responsible for ensuring compliance with all applicable rules and regulations regarding specialized equipment, liaising with external personnel and internal departments to ensure availability of specialized equipment, and maintaining awareness and knowledge of changes in the industry, while supervising all assigned personnel.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Provides services for users of specialized equipment. Coordinates delivery and distribution of all specialized equipment and related materials. Advises on proper use of equipment, when appropriate. Assists in completion of equipment request forms if applicable, locates and retrieves requested items, counts and logs equipment, delivers to user, checks in returned items and stores in proper location.

Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.

Maintains ongoing, updated inventory of department equipment. Oversees the asset management system and ensures inventory levels and other related materials are maintained per department standards. Maintains equipment, including cleaning and/or laundering, if applicable. Repairs equipment and/or arranges for repairs that cannot be performed in house. Coordinates proper disposal of non-repairable equipment when necessary.

Analyzes department needs for specialized equipment. Works with purchasing to determine availability, vendors, costs, etc. Surveys vendors to ensure that purchases comply with policies, regulations and university purchasing procedures, as necessary. Prepares reports and recommends procurement of specialized equipment and materials for department use.

Coordinates acquisition of specialized equipment and materials through purchase, rental, loan or donation. Assists with the university procurement process if necessary.

Ensures compliance with all applicable rules and regulations regarding maintenance and use of specialized equipment. Ensures the implementation and enforcement of University and CAL-OSHA policies relating to safety, health, and fire prevention, as required.
Liaises with external personnel, (e.g., Los Angeles Police Department) and internal university departments (e.g., Department of Public Safety) to ensure the availability of specialized equipment and other materials.

Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.

May serve as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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:

- Specialized/technical training
- Combined experience/education as substitute for minimum education

Minimum Experience:

- 2 years

Minimum Field of Expertise:

- Knowledge of particular specialized equipment plus experience in stockroom supervision.

Preferred Education:
Bachelor's degree

Preferred Experience:

3 years

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Knowledge of applicable laws/policies/principles/etc.
Negotiation
Networking
Organization
Problem identification and resolution
Research
Scheduling
Supervisory skills

Supervises: Level:

Supervises employees who do not supervise.

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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