UNIVERSITY OF SOUTHERN CALIFORNIA

Elevator Maintenance Mechanic Lead

Job Code: 179347

Grade: PN
OT Eligible: Yes
Comp Approval: 10/6/2004

JOB SUMMARY:
Performs advanced elevator procedures. Provides leadership and guidance to journeymen and senior elevator employees. Assigns and oversees work of other elevator employees. Sets priorities and timelines. Trains elevator employees as needed. Coordinates work of elevator and other trade employees and provides general project management for assigned projects. Assumes leadership role in the absence of supervisor.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Job Accountabilities</th>
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<td>Provides leadership and guidance to journeymen and senior elevator employees. Assigns and oversees work of other elevator employees. Sets priorities and timelines. Provides feedback on performance. Ensures timely completion within cost and quality constraints. Assumes leadership role in absence of supervisor.</td>
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<td>Trains and assists elevator employees in a variety of skills and tasks. Identifies additional training or defines needs for new or continuing training that would benefit employees.</td>
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<td>Performs advanced elevator procedures.</td>
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<td>Coordinates activities of elevator employees and other trades to ensure timely and cost effective job completion.</td>
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<td>Ensures compliance and implementation of city and state building codes and provides for safety of employees throughout duration of projects.</td>
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<td>Identifies and reports need for maintenance, replacement and/or repair. Purchases materials and services.</td>
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<td>Oversees quality of workmanship of outside elevator contractors.</td>
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<td>Prepares records, reports, and memos as required. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*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

Minimum Experience:

5 Years

Minimum Field of Expertise:

Extensive elevator experience. Five years experience with cable/hydraulic elevators. Demonstrated progressive levels of project management and leadership responsibility. Demonstrated project management skills and ability to resolve elevator related problems. Thorough knowledge of city and state building codes, OSHA regulations, and other requirements for workplace safety. Thorough comprehension of job components for all projects, including other trades. Thorough understanding of costs, materials, and estimating procedures. Demonstrated strong interpersonal and lead skills. Ability to work effectively with vendors, customers and other trade employees. Knowledge of computer billing systems. Demonstrated strong verbal and written communication skills. Knowledge of personnel policies and procedures. Must possess a City of Los Angeles Elevator license.

Preferred Field of Expertise:

Complete familiarity with University campuses preferred.

Skills: Other:

Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Project management
Teaching/Training

Skills: Machine:

Computer Network (Department or School)
Handheld power tools and non power tools
Personal Computer

Skills: Trade/Auxiliary:

Knowledge of city and state building codes
Maintain records, logs, etc.
Prepare reports and/or maintenance records
Purchase materials and services
Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
Read, write, and follow verbal instructions
Understand and apply policies and procedures
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:

Leads one or more employees performing similar work
Trains journeymen and other employees on specific skills and tasks as required

Supervises: Nature of Work:
Service/Maintenance

Comments:

On call for emergencies 24 hrs per day. Valid California driver’s license required.

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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