UNIVERSITY OF SOUTHERN CALIFORNIA

General Maintenance Worker

Job Code: 179395

Grade: F
OT Eligible: Yes

JOB SUMMARY:
Provides general maintenance and repair for the appliance, electric, carpentry, painting and plumbing trades. Makes recommendations to resolve recurring problems.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

——————— Provides customer service to students, faculty, staff and external customers. Meets customer needs, offers options, resolves problems and follows up with customers. Ensures full customer satisfaction without unnecessarily referring customer to other staff members. Maintains friendly, helpful demeanor.

——————— Provides on-going preventive maintenance for appliances including air conditioners, heaters, refrigerators, stoves, ovens and dishwashers.

——————— Troubleshoots and repairs or replaces appliance parts and perform repairs on commercial kitchen equipment, e.g., walk-in coolers, freezers, ice machines, dish machine conveyor belts, slicers, dishwashers, electric ranges, etc., as needed.

——————— Maintains appliance part inventory.

——————— Builds interior walls, fabricates cabinets, drawers and screens, assembles furniture. Repairs or replaces closet doors, drawers, non-fire rated doors, door locks, closers and hinges, tiles, bathroom fixtures, etc. Performs preventive maintenance.

——————— Installs safety restraints on cabinets and furniture. Patches and stretches carpet, replaces broken windows and ceiling tiles, performs caulk.

——————— Repairs or replaces light bulbs, ballasts, switches, plugs, light fixtures, etc. Maintains room wiring systems and emergency exit signs, adjusts timers, tests and replaces smoke detectors and emergency lights. Secures electrical wires. Repairs vacuum cleaners as needed.

——————— Prepares walls for painting, patches holes, replaces drywall, paints. Stains and refinishes wood work, such as wall paneling and furniture, etc. Assists in roof repairs, repairs or replaces tiles, performs caulk.

——————— Repairs or replaces various plumbing fixtures and hardware, e.g., faucets, shower fixtures, water fountains, garbage disposals, sinks and toilets.

——————— Unclogs sluggish or stopped drains, including main drains. Performs minor repairs on water heaters.

——————— Performs light welding, light vehicle maintenance. Performs utility work, e.g., installing or removing posts and signs, patching street holes with asphalt, repairing gates, etc.
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:**

<table>
<thead>
<tr>
<th>Essential</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

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:**
- 6 - 12 Months

**Minimum Field of Expertise:**
- Knowledge of thermodynamic laws, refrigerator cycles, electricity principles, test/detection instruments, hand/power tools, wood finishing, AC/DC currents, wiring, painting, construction and plumbing

**Preferred Experience:**
- 1 Year

**Preferred Field of Expertise:**
- Knowledge of all applicable safety procedures and precautions. Clean DMV record.

**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.

The University of Southern California is an Equal Opportunity Employer