UNIVERSITY OF SOUTHERN CALIFORNIA
Maintenance Technician-Entry
Job Code: 179406

Grade: PC
OT Eligible: Yes
Comp Approval: 2/20/2009

JOB SUMMARY:
Performs a variety of maintenance tasks until proficiency is attained in all designated trade areas such as electrical, plumbing, air conditioning, carpentry, locksmith or painting independently or as part of a team, as assigned. Participates in the Maintenance Pay for Knowledge and Skills Program, including on-the-job training to learn and/or perform specialized skills found at Level I.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

-----  ------ Performs a variety of maintenance tasks until proficiency is attained in all designated trade areas such as electrical, plumbing, air conditioning, carpentry, locksmith or painting independently or as part of a team, as assigned.

-----  ------ Repairs and/or replaces equipment and equipment components.

-----  ------ Uses hand-held and power tools and equipment in an efficient and effective manner.

-----  ------ Prepares reports and/or maintenance records, as needed.

*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:
Less than high school

Minimum Experience:
0 - 6 months

Minimum Field of Expertise:
Basic knowledge of most trade tools. General knowledge of most of standard safety practices and equipment.

Preferred Education:
High school or equivalent

Preferred Field of Expertise:

Experience in a university support position. General knowledge of all campus buildings. Ability to read and write in English.

Skills: Administrative:

Communicate with others to gather information
Compute totals
Customer service
Prioritize different projects
Understand and apply policies and procedures

Skills: Machine/Equipment:

Computer network (department or school)
Computer peripheral equipment
Handheld power tools and non power tools
Personal computer

Skills: Trade/Auxiliary:

Basic machinery maintenance
Identify technical and equipment problems related to trade
Install equipment, machines, or wiring to meet specifications
Perform general maintenance repair work for equipment and/or facilities
Read, write, and follow verbal instructions
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:

May oversee student and/or temporary workers.

Comments:

Will be introduced to the Pay for Knowledge Skills Program and work on Level 1. May require frequent bending, reaching climbing and heavy physical effort (over 50 pounds). Frequent use of safety equipment required.

Pay for Skills:

Replace pole light globes
Replace cove base
Install pigeon spikes
Install wall mounted doorstop
Install kick plate on door
Repair pigeon nets
Install/replace corner guards
Clean roofs
Clean gutters and down spouts
Replace toilet seats
Replace/install drop-down door stopper
Set snap trap
Perform chemical transfer (+)
Replace/install door sweeps
Flood response
Check and clean roof drains
Clean and paint AC vents
Replace hardware for restroom partitions
Replace pleated filters
Clean/repair soap dispensers
Remove graffiti
Cut and install ceiling tiles
Replace LUWA filters
Replace incandescent lamps and high pressure sodium lamps
Check air compressors
Replace fluorescent, HID, quartz lighting
Order materials from stockroom
Test and certify eye washes/Test and certify safety showers

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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