UNIVERSITY OF SOUTHERN CALIFORNIA

Maintenance Technician II

Job Code: 179411

Grade: PE
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 III.

JOB ACCOUNTABILITIES:

* 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:
12 - 18 months

Minimum Field of Expertise:
Demonstrated proficiency in Level I tasks. All skill assessments required for Level I must be passed at a 100%. Successful work history. Basic knowledge of the job components for completion of projects in trade areas e.g. methods, tools, materials and equipment. Working knowledge of most trade tools. General knowledge 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:
- Calculator
- Computer network (department or school)
- Computer peripheral equipment
- Handheld power tools and non power tools
- Personal computer

Skills: Trade/Auxiliary:
- Basic machinery maintenance
- Estimate materials costs
- 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
- Prepare reports and/or maintenance records
- 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.
Trains employees on specific skills and tasks as required.

Comments:
May require frequent bending, reaching climbing and heavy physical effort (over 50 pounds). Frequent use of safety equipment required.

Pay for Skills:
- Install/repair chair rail and wall guard
- Install floor door stops
- Mount picture frames
- Repair vertical blinds
Install/replace projector screens
Mount white boards
Install keyboard trays
Secure cabinets to walls
Replace floor tiles (12x12 only)
Replace damaged T-bars
Repair/maintain classroom furniture
Replace spline ceiling tiles
Repair sliding white boards or chalkboards
Repair/replace stair treads
Replace emergency lights
Unclog toilet with auger
Research and identify parts for ordering from vendors
Locate leak and create containment funnel

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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