UNIVERSITY OF SOUTHERN CALIFORNIA
Maintenance Technician III
Job Code: 179415

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

JOB SUMMARY:
Perform a variety of maintenance tasks until proficiency is attained in all designated trade areas such as electrical, plumbing, air conditioning, carpentry, locksmith or painting. Participates in the Maintenance Pay for Knowledge and Skills Program, including on-the-job training. Performs all appropriate levels tasks and demonstrates proficiency as indicated in the skill based progression, independently or as part of a team, as assigned by the supervisor.

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.

______ _____ Determines if equipment should be repaired or replaced. Estimates materials required for specific job components.

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

______ _____ Prepares reports and/or maintenance records, as needed.

______ _____ Leads one or more employees performing similar work, as assigned.

______ _____ Trains maintenance technicians and other employees on specific skills and tasks as required.

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:

High school or equivalent
Minimum Experience:
24 - 36 months

Minimum Field of Expertise:
Demonstrated proficiency in Level I and Level II tasks. Successful work history. Thorough knowledge of the job components for completion of projects in trade areas e.g. methods, tools, materials and equipment. Thorough knowledge of standard safety practices and equipment.

Preferred Field of Expertise:
Experience in a university support position. Thorough 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
- Calculate measurements
- Estimate materials required for specific job components
- Identify technical and equipment problems related to trade
- Install equipment, machines, or wiring to meet specifications
- Lead/guidance skills
- 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 lead one or more employees performing similar work.
- 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. Eligible for apprentice positions upon availability. May be temporarily assigned/re-assigned to a shop/zone as needed.

Pay for Skills:
Replace faucet cartridge
Test and rebuild emergency lights
Replace batteries for exit signs
Patch and repair holes in wall
Replace batteries on electrical flush valves
Replace fluorescent lamp sockets
Replace incandescent lamp sockets
Set up, operate and maintain single person lift
Clean and maintain fountains (chemicals) (+)
Locate and reset breakers – (one time only)
Rewiring fixtures and replace ballasts

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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