UNIVERSITY OF SOUTHERN CALIFORNIA

Maintenance Technician IV

Job Code: 179418

Grade: PG
OT Eligible: Yes
Comp Approval: 6/19/2012

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 to learn and/or perform specialized mechanical and/or structural trade skills found at Level IV. 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. Assists journeyman and other employees on specific mechanical and/or structural skills and tasks related to skilled trades areas as outlined in skill base progression at Level IV.

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.

_______ _______ Assists journeymen and other employees on specific mechanical and/or structural skills and tasks related to a variety of skilled trades areas.

_______ _______ 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. May plan and/or schedule work of others. May develop and review training materials utilized out in the field.

Perform 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
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:**

Demonstrated proficiency in Level I, II and III 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 and other requirements for workplace safety.

**Preferred Field of Expertise:**

Thorough knowledge of Zone Maintenance Technician job components needed for completion of projects. Familiarity with city, state, building codes, OSHA rules and regulations. 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
Gather data
Input data
Interpersonal skills
Prioritize different projects
Read handwritten text
Understand and apply policies and procedures
Verify calculations

**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
Planning
Prepare reports and/or maintenance records
Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
Read, write, and follow verbal instructions
Scheduling
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:

Operate a multimeter and take voltage current and continuity measurement
Replace defective light switches and electrical outlets
Perform preventive maintenance on air dryer
Perform preventive maintenance on air compressors
Operate blue lift and boom truck
Assemble and use scaffolding
Train and use table saw/panel saw
Install protective film on mirrors
Install and replace door closer
Minor door repairs
Pull and reset toilet/urinals (wall hung and floor mounted)
Replace basin faucet
Locate gas leaks
Unplug lines with pistol snakes
Inspect air handler and belts

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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