UNIVERSITY OF SOUTHERN CALIFORNIA

Heavy Equipment Team Leader

Job Code: 179466

Grade: F
OT Eligible: Yes
Comp Approval: 10/11/10

JOB SUMMARY:
Serves as a Team Leader responsible for supervising and training a group of university heavy equipment personnel. Assigns tasks, schedules work locations and coordinates work activities. Performs a variety of tasks dealing with street and hardscape maintenance. Maintains condition and appearance of campus streets, parking structures, parking lots, walkways, and paths. Provides feedback to supervisor regarding heavy equipment employee performance for job performance evaluation purposes. Assists in the administration of the Pay for Skills Program.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

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Serves as a Team Leader responsible for supervising the work of heavy equipment personnel, and/or for assigned projects. Trains, allocates and monitors work of heavy equipment employees and other personnel.

Performs a variety of maintenance tasks. Maintains condition and appearance of campus streets, parking lots and structures. Makes minor repairs to equipment.

Uses and maintains power tools and other equipment. May specialize in street sweeper operation.

Identifies and coordinates repair of hardscape trip hazards.

Assists supervisor in the administration of the Pay for Skills Program. Provides management input regarding disciplinary actions, pay raises, promotions, etc. as needed. Interprets rules, regulations, policy and procedures.

Schedules, assigns staff to work locations and coordinates work for special events.

Provides customer service information and assistance to customers. Identifies and reports hardscape problems to supervisor.

Coordinates heavy equipment needs, objectives and Pay for Skills Program training with various departments.

Prepares written correspondence, reports and/or maintenance records.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.
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:

3 years

Minimum Field of Expertise:

Demonstrated supervisory experience of heavy equipment personnel. Demonstrated ability to work and communicate with all levels of department personnel. Extensive knowledge of street sweepers and their maintenance. Knowledge of hardscapes and making repairs to concrete, bricks, pavers, posts and bollards. Thorough knowledge of concrete tools, grinders and power tools. Thorough knowledge of standard safety practices and equipment and other requirements for workplace safety.

Preferred Experience:

5 years

Skills: Other:

Communication – written and oral skills
Counseling
Interpretation of policies/analyses/trends/etc.
Lead/guidance skills
Planning
Problem identification and resolution
Scheduling
Teaching/Training

Skills: Trade/Auxiliary:

Prepare Pay for Skills documentation
Prepare reports and/or maintenance records

Supervises: Level

Leads one or more employees performing similar work

Supervises: Nature or Work:

Service/Maintenance
Comments:

Valid California Driver’s License required. Class B license preferred. Prefer to speak bi-lingual languages – English and Spanish.

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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