**UNIVERSITY OF SOUTHERN CALIFORNIA**

Irrigation Team Leader

Job Code: 179498

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<th>Grade</th>
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<tr>
<td>OT Eligible</td>
<td>Yes</td>
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<td>Comp Approval</td>
<td>7/20/2006</td>
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**JOB SUMMARY:**

Serves as Team Leader responsible for leading and training a group of University irrigation specialists within a work unit. Assigns and oversees work of irrigation employees. Sets priorities and timelines. Assists in the Administration of the Pay for Skills Program. Trains irrigation employees as needed. Performs advanced irrigation procedures. Coordinates work of irrigation and other trade employees and provides general project management for assigned projects. Assumes leadership role in the absence of supervisor.

**JOB ACCOUNTABILITIES:**

*E/M/NA    % TIME

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<th>Serves as team leader. Provides leadership and guidance to irrigation specialists. Assigns and oversees work of other irrigation employees. Sets priorities and timelines. Ensures timely completion of work within cost and quality constraints. Assumes leadership role in the absence of supervisor.</th>
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<td>Trains and assists irrigation employees in a variety of skills and tasks. Identifies additional training or defines needs for new or continuing training that would benefit employees.</td>
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<td>Assists supervisor in administration of the Pay for Skills Program. Makes recommendations to management regarding disciplinary actions, pay raises, and promotions, as needed.</td>
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<td>Identifies and reports needs for maintenance, replacement and/or repair.</td>
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<td>Coordinates activities of irrigation employees and other trades to ensure timely and cost effective job completion.</td>
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<td>Reads and interprets blueprints for materials, layouts, etc. Monitors and inspects construction projects to ensure proper workmanship, standards and specifications.</td>
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<td>Maintains all University irrigation systems.</td>
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<td>Performs advanced irrigation procedures.</td>
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<td>Prepares reports and/or maintenance records, as needed.</td>
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<td>Ensures compliance and implementation of city and state building codes and provides for safety of employees throughout duration of projects. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*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:**

5 Years

**Minimum Field of Expertise:**

- Extensive irrigation experience. Irrigation experience as a Journeyman/Senior Irrigation worker or Irrigation Specialist with progressive levels of leadership responsibility. Thorough knowledge of soils and plants. Demonstrated project management skills. Thorough comprehension of job components for irrigation projects, including other trades.
- Demonstrated strong interpersonal and communication skills. Through knowledge of city and building codes, standard safety practices and equipment, and other requirements for workplace safety.

**Skills: Administrative:**

- Coordinate work of others
- Gather data
- Prioritize different projects
- Use database and/or word processing software

**Skills: Other:**

- Assessment/evaluation
- Communication — written and oral skills
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Planning
- Problem identification and resolution
- Project management
- Scheduling
- Teaching/Training

**Skills: Machine:**

- Computer Network (Department or School)
- Handheld power tools and non power tools
- Personal Computer

**Skills: Trade/Auxiliary:**

- Knowledge of city and state building codes
- Maintain records, logs, etc.
- Prepare reports and/or maintenance records
Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

**Supervises: Level:**
Leads one or more employees performing similar work
May oversee student, temporary and/or casual workers.
Trains employees on specific skills and tasks as required.

**Supervises: Nature of Work:**
Service/Maintenance

**Comments:**
Valid California Driver's License required.

**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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