UNIVERSITY OF SOUTHERN CALIFORNIA

General Services Journeyman

Job Code: 179550

Grade: F
OT Eligible: Yes
Comp Approval: 6/2/2008

JOB SUMMARY:

Moves, picks up, delivers and/or installs equipment, furniture and/or other materials, as assigned. Hangs banners and signs. Assists with remodeling projects, including demolition. Assists with event set-up and break-down. Assists other trades, as needed.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME
________  ______ Moves, picks up and delivers equipment, supplies and/or other materials. Arranges access for furniture moves, as needed. Relocates office furniture, equipment, machines, lab materials, etc., as needed. Installs modular furniture and objects such as framed art on walls, as appropriate. Delivers and installs rental equipment and furniture, as assigned. Repairs custom equipment, as needed.

________  ______ Hangs banners and signs from buildings and trees, as assigned. Fixes plexiglass maps, as needed.

________  ______ Assists with remodeling projects, including demolition. Disposes of furniture and materials, as needed, according to university and state standards and guidelines.

________  ______ Assists with event set-up and break-down.

________  ______ Assists with or performs maintenance and/or repairs for gas/diesel powered vehicles and related equipment. Determines repair needs for vehicles, as appropriate.

________  ______ Operates forklifts and other heavy moving equipment. Operates specialized tools (e.g., jackhammers, pallet-jacks, etc.) as required.

________  ______ Assists other trades such as carpenters, painters, etc. with a variety of duties related to trade, under supervision.

________  ______ 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:
- Less Than High School
- Combined work experience and education as equivalent.

Minimum Experience:
- 0 - 6 Months

Minimum Field of Expertise:
- Less than one year of experience in moving furniture and general maintenance. Experience driving 1 ½ ton trucks. Demonstrated ability to learn city and state building codes, OSHA rules and regulations, university standards and other requirements for work place safety.

Preferred Experience:
- 1 Year

Skills: Machine:
- Handheld power tools and non power tools
- Shop/construction machinery

Skills: Trade/Auxiliary:
- Basic cleaning
- Basic machinery maintenance
- Communicate with others to gather information
- Handle and move objects
- Install finished projects
- Knowledge of city and state building codes
- Maintain records, logs, etc.
- Move furniture
- Operate forklifts and other heavy moving equipment.
- Perform general maintenance repair work for equipment and/or facilities
- Read and interpret maps, charts, plans, etc.
- Read, write, and follow verbal instructions
- Understand and apply policies and procedures
- Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:
- Trains journeymen and other employees on specific skills and tasks as required

Comments:
- Valid California State Driver's License required. Demonstrated ability to speak English.
- Demonstrated ability to work with others. Demonstrated ability to work without supervision.

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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