UNIVERSITY OF SOUTHERN CALIFORNIA

General Services Lead

Job Code: 179551

Grade: G
OT Eligible: Yes
Comp Approval: 8/19/2008

JOB SUMMARY:

Serves as a lead to general services staff who move, pickup, deliver and/or install equipment, furniture and 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:

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Leads general services staff or others who move, pickup and/or deliver equipment, supplies and other materials. Arranges access for furniture moves. Leads relocation of office furniture, equipment, lab materials, etc. Installs modular furniture and objects such as framed art on walls. Delivers and installs rental equipment and furniture. Repairs custom equipment, as needed. Makes recommendations regarding rental agreement needs, as appropriate.

Assists supervisor, as needed, with scheduling, supervision and management of department.

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.

Leads others setting-up and breaking-down event equipment and furniture.

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:**
- High School or equivalent
- Combined work experience and education as equivalent

**Minimum Experience:**
- 3 Years

**Minimum Field of Expertise:**
- Three years of experience in moving furniture and general maintenance and guiding the work of others. 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 workplace safety.

**Preferred Experience:**
- 4 Years

**Skills: Machine/Equipment:**
- 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
- Lead/Guidance Skills
- 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:**
- Leads one or more employees performing similar work

**Comments:**
Valid California State Driver’s License required. Demonstrated ability to speak English. Demonstrated ability to work with others. Demonstrated ability to lead others

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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