UNIVERSITY OF SOUTHERN CALIFORNIA
Engineer Entry
Job Code: 180243

Grade: TA
OT Eligible: Yes
Comp Approval: 9/29/2008

JOB SUMMARY:
Performs standard engineering procedures. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the trade Pay for Knowledge and Skills Program including On-the-Job training and coursework. Performs task requirements as part of the Pay for Knowledge and Skills Program and demonstrates proficiency of required tasks in designated areas as outlined in appropriate Module (A/B or C). Performs all appropriate Module Tasks (see attached Skill Based Progression), independently or as part of a team, as assigned by the Supervisor. May perform tasks in higher-level Modules. Trains journeymen and other employees on specific skills and tasks as required.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
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<td>Repairs, replaces and adjusts pumps, fans, motors, steam valves, heat exchangers, mechanical seals, and building stationary equipment. Works from blueprints, specifications and schematic diagrams.</td>
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<td>Inspects exhaust fans and motors, chemical fume hoods, sump pumps, sewage ejectors, air compressors, condensate pumps, circulating pumps, cooling water system, furnaces, heat exchangers and reverse osmosis units (distilled water system).</td>
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<td>Performs routine safety check on boilers, heating furnaces and all heating and ventilating equipment.</td>
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<td>Monitors and maintains emergency generators, fountains, water softeners and swimming pool equipment. Conducts analysis of water system (boiler water, condensate water, cooling water, soft water system, heating and hot water system, lab equipment and city water) and adjusts chemical levels as required.</td>
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<td>Identifies and resolves operational and safety problems pertaining to heating and ventilating system.</td>
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<td>Installs equipment and fabricates components for system and equipment.</td>
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<td>Estimates materials required for specific job components.</td>
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<td>Maintains clean job site throughout duration and cleans up job site following work completion. Maintains safe working conditions for self and others. Stores and maintains supplies, tools and equipment.</td>
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<td>Trains other technicians, or other employees on specific skills and tasks, as required.</td>
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<td>Prepares reports and/or maintenance records, as needed.</td>
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<td>Responds to on-call emergencies.</td>
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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
- Specialized/technical training

Minimum Experience:
- 2 years

Minimum Field of Expertise:
- Two years experience as a Journeyman. Completion of four-year craft training program or four years experience as an Engineer Trainee. Experience performing standard engineering procedures. General knowledge of engineering methods, materials, tools and equipment. Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety. 500 (HP) License (HSC Engineers).

Preferred Education:
- Related undergraduate study

Skills: Administrative:
- Communicate with others to gather information
- Compute totals
- Gather data
- Input data
- Prioritize different projects
- Read handwritten text
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software
- Verify calculations

Skills: Other:
- Knowledge of applicable laws/policies/principles/etc.
- Planning
- Scheduling

Skills: Machine/Equipment:
- Calculator
Personal computer

Skills: Trade/Auxiliary:

- Calculate measurements
- Identify technical and equipment problems related to trade
- 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:

Trains journeymen and other employees on specific skills and tasks as required.

Comments:

Valid California Driver’s License required. Must own designated hand tools.

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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