UNIVERSITY OF SOUTHERN CALIFORNIA

Building Systems Manager

Job Code: 180323

Grade: K
OT Eligible: No
Comp Approval: 9/14/2006

JOB SUMMARY:
Has responsibility for the Building Systems unit with oversight of the operation and maintenance of all mechanical systems and equipment for high tech buildings (e.g., Molecular, Grand, Galen, Photonics, Loker). Ensures proper maintenance for all building equipment, including mechanical and control systems, in high tech University facilities. Manages and coordinates all building projects for heating, ventilation and engineering systems. Oversees general maintenance and mechanical trades personnel. Provides leadership to ensure that high standards of quality service and customer satisfaction are maintained.

JOB ACCOUNTABILITIES:

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<th>E/M/NA</th>
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<td>Oversees facilities operation and maintenance of building systems and equipment installation within high tech buildings. Manages, organizes, and schedules projects to meet objectives. Develops, implements, and documents operating policies, procedures and systems to support project management operations. Identifies potential problems and alternatives and take corrective action as needed.</td>
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<tr>
<td>Develops, implements, and documents operating policies, procedures and systems to support project management operations. Identifies potential problems and alternatives and take corrective action as needed.</td>
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<td>Supervises facilities staff on a project basis. Screens and interviews applicants and makes hiring decisions or recommendations. Trains staff and counsels or recommends disciplinary action. Provides performance feedback and assists with preparing documented appraisals. Determines and/or recommends unit salary administration including raises, promotions and/or reclassifications.</td>
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<td>Trains journeymen and other employees on specific skills and tasks as required to maintain high technical building systems.</td>
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<td>Manages the planning and work schedules for all mechanical systems and equipment work and/or projects, including outside contractors’ work, in all mechanical areas. Negotiates and oversees subcontracted services as necessary. Provides project guidance and ensures conformance with campus planning and design guidelines.</td>
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<td>Manages the preventive maintenance program(s) for specific University facilities. Ensures compliance with city and state building codes and provides for safety of employees throughout the duration of work projects.</td>
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<td>Provides diagnostic, testing and engineering services for University buildings and facilities. Develops and maintains building maintenance project budgets. Authorizes expenditures and monitors account reconciliation and status to ensure compliance with University guidelines and policies. Provides projections and reports for budget development and administration purposes.</td>
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<td>Liaises with other University departments, contractors and/or vendors for problem resolution of maintenance and/or mechanical trades issues.</td>
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Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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:**

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<th>Essential:</th>
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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:**

- Specialized/Technical Training
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 7 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Experience in mechanical trade including all types of mechanical systems and equipment with progressive levels of supervisory and/or project management responsibility. Thorough knowledge of building systems including HVAC, plumbing, electrical, environmental chambers, chemical storage and exhaust systems. Experience in high technical building setting with a 24/7 operation, fast paced customer service and diverse environment with knowledge of national, state and local codes and accreditation standards. Thorough comprehension of job components for all projects, including structural trades. Demonstrated excellent communication skills.

**Skills:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Organization
Planning
Problem identification and resolution
Project management
Scheduling
Staff development
Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopi

Skills: Trade/Auxiliary:
Estimate materials costs
Estimate materials required for specific job components
Identify technical and equipment problems related to trade
Initiate work orders
Knowledge of city and state building codes
Maintain records, logs, etc.
Prepare reports and/or maintenance records
Purchase materials and services
Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
Utilize building control systems to diagnose and solve problems

Supervises: Level:
Supervises employees and student workers
Trains employees on specific skills and tasks as required.

Supervises: Nature of Work:
Service/Maintenance

Comments:
Must be able to quickly and professionally resolve any problems/issues within the scope of duties.

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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