UNIVERSITY OF SOUTHERN CALIFORNIA

Facilities Technician

Job Code: 181109

Grade: G
OT Eligible: Yes
Comp Approval: 8/9/1995

**JOB SUMMARY:**

Provides general maintenance and repairs for facilities and equipment which may include electrical, carpentry, painting, plumbing and locksmith services. Handles technical management of telecommunications equipment and access. Assists in day-to-day management of facilities.

**JOB ACCOUNTABILITIES:**

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<tr>
<td>______</td>
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<td>Provides general maintenance and repairs for facilities and equipment (e.g., air conditioners, heaters, appliances, furniture, pumps, copiers, cooling towers video equipment, door locks, cabinets, sinks, etc.), which may include electrical, carpentry, painting, plumbing and locksmith services. Performs installation work and on-going preventive maintenance. Resolves problems and follows through on work order requests.</td>
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<td>Maintains logs of facilities and equipment maintenance, repairs and/or requests. Communicates status of work orders to appropriate staff.</td>
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<td>Provides technical management services for telecommunications equipment repairs and access. Coordinates installation, removal and repairs. Implements software and hardware changes. Maintains equipment inventory, calling card account log and access privileges. Provides staff training on telephones and voicemail.</td>
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<td>Maintains facilities’ main security accesses. Orders and maintains keys. Coordinates locksmith services.</td>
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<td>Oversees routine maintenance inspections of facilities for deficiencies, health and safety hazards, and/or code violations.</td>
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<td>Maintains on-site storage areas. Provides units with adequate space. Implements security related procedures and ensures security measures are in place.</td>
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<td>Oversees facility maintenance staff and/or student workers as assigned. Monitors and follows-up on the status of work order requests to ensure assignments are completed properly and within established timeframe.</td>
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<td>Assists with special projects as needed or required. Oversees facilities services in the absence of facilities manager. 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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</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: No
JOB QUALIFICATIONS:

Minimum Education:
- High School or equivalent
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 1 Year

Minimum Field of Expertise:
- Experience in general maintenance and repair for carpentry, electrical, plumbing, locksmith, painting, mechanics and engineering (e.g., air conditioning, heating, and refrigeration systems) trades. Knowledge of telecommunications software and hardware.

Preferred Education:
- Bachelor's Degree
- Specialized/Technical Training

Preferred Experience:
- 2 Years

Skills: Administrative:
- Assemble and organize numerical data
- Communicate with others to gather information
- Coordinate work of others
- Gather data
- Prioritize different projects
- Understand and apply policies and procedures

Skills: Machine:
- Personal Computer

Supervises: Level:
- May oversee student, temporary and/or casual workers.

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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