UNIVERSITY OF SOUTHERN CALIFORNIA

Facilities Assistant
Job Code: 181111

Grade: G
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Assists in the day-to-day management of facilities. Prepares and follows through on work orders. Conducts on-site investigations to determine work status and compliance with safety regulations.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

Prepares work requests and follows-up on the status of maintenance jobs and capital projects. Reviews work requests and contacts or visits sites to confirm completed work or determine status. Handles priority requests by coordinating with appropriate campus offices and external vendors.

Prepares budget and time estimate reports on status of capital projects and maintenance work. Verifies cost of maintenance work using automated information system. Inputs costs and status information into automated project tracking system.

Conducts routine maintenance inspections of facilities for deficiencies, safety hazards and/or code violations. Includes, but is not limited to, field inspections of lighting, temperatures, signage, housekeeping and phone systems. Conducts routine inspections of facility equipment and performs inventories.

Ensures compliance with university and departmental regulations regarding building shutdowns and appropriate notifications to affected staff.

Issues keys and maintains records. Provides keys for temporary access to staff and/or workers for repairs. Refers requests for permanent keys to facilities manager. 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 experience/education as substitute for minimum education

Minimum Experience:
6 - 12 Months

Minimum Field of Expertise:
Knowledge of computer software for tracking and maintenance of facilities project data, e.g., status and cost estimates.

Preferred Education:
Bachelor's Degree
Specialized/Technical Training

Preferred Field of Expertise:
Prefer facilities management experience with knowledge of building and safety code requirements.

Skills: Administrative:
Assemble and organize numerical data
Balance figures
Communicate with others to gather information
Coordinate work of others
Gather data
Input data
Maintain filing systems
Prioritize different projects
Research information
Schedule appointments
Understand and apply policies and procedures
Use computerized spreadsheets
Verify calculations

Skills: Machine:
Adding Machine
Calculator
Computer Network (Department or School)
Computer Network (University)
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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