UniversiTy of southerN California

Director, Maintenance Services

Job Code: 181912

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Grade: L
OT Eligible: No
Comp Approval: 2/17/2012

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Job Summary:

Directs the operations, activities and staff for all mechanical maintenance and services at the University Park and Health Sciences Campuses. Develops and maintains a superior preventive and routine maintenance program for the university. Ensures compliance with all regulatory and university safety regulations and guidelines.

Job Accountabilities:

*E/M/NA % Time

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Plans, directs and reviews the operations and activities of the mechanical maintenance and services for the University Park and Health Sciences campuses. Operates and maintains all university building systems. Establishes goals, priorities, standards and schedules and assesses performance against these measures.

Establishes maintenance standards and programs for the university buildings to include master scheduling of routine maintenance and prioritization of deferred maintenance backlogs. Ensures quality workmanship and timely implementation of routine and scheduled maintenance in the most cost effective manner.

Oversees all field operation equipment to ensure a positive maintenance program. Supervises maintenance on a wide range of equipment. Keeps all equipment in good working condition and taking necessary steps to keep equipment operating satisfactory, such as scheduled inspections, minor repairs, operator training and other means of preventive maintenance.

Maintains building systems including fire and life safety and emergency generator systems. Ensures building systems are in good repair and free of hazards in compliance with federal, state and local laws. Assists in the maintenance and update of the facility condition assessments.

Liaises between hospital administration and facilities to provide consultative assistance and support in planning, coordinating and implementing maintenance projects and programs.

Participates in university-wide long-range and short-term strategic planning, as assigned. Reviews and recommends involvement of subcontractors as necessary and when cost effective. Assists in the maintenance, update and execution of the Emergency Plan on an annual basis.

Directly or indirectly supervises all staff assigned to unit, usually through subordinate managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves all work guidance
Oversees recruitment, hiring, orientation, training and supervision of unit’s staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees as required.

Plans, develops and manages unit budget(s). Approves or disapproves unit expenditures.

Maintains currency with, understands and ensures unit compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations.

Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. as a representative of the university and/or unit.

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:**

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:**

Bachelor's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

7 years

**Minimum Field of Expertise:**

Education in Engineering. Managerial experience in facilities development, operations and maintenance.

**Preferred Education:**
Bachelor's degree

Preferred Experience:

10 years

Preferred Field of Expertise:

Directly related experience in an institution of higher education.

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Manages through multiple layers of subordinate supervisors.

Supervises: Nature of Work:
Managerial
Service/Maintenance
Skilled trade(s)

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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