UNIVERSITY OF SOUTHERN CALIFORNIA
Specialized Equipment Manager
Job Code: 155023

Grade: I
OT Eligible: No
Comp Approval: 9/9/1993

JOB SUMMARY:
Oversees the operations and supervises the staff of specialized equipment facility. Provides services for department faculty, students and/or staff. Orders, receives and inventories new equipment and/or materials. Builds, maintains and repairs equipment, as needed.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____ _____ Provides services for users of specialized equipment. Analyzes equipment needs. Coordinates ordering, procurement, receipt, inventory, delivery and distribution of all specialized equipment and related materials. Advises on proper use of equipment (when appropriate). Assists in completion of equipment request forms (if applicable), locates and retrieves requested items, counts and logs equipment, delivers to user, checks in returned items and stores in proper location.

_____ _____ Supervises unit employees and/or student workers, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit's work.

_____ _____ Maintains ongoing, updated inventory of department equipment and other related materials. Maintains equipment, including cleaning and/or laundering, if applicable. Repairs equipment and/or arranges for repairs that cannot be performed in house.

_____ _____ Analyzes department needs for specialized equipment. Works with purchasing to determine availability, vendors, costs, etc. Prepares reports and makes recommendations for department use.

_____ _____ Coordinates acquisition of specialized equipment through purchase, rental, loan or donation.

_____ _____ Ensures compliance with all applicable rules and regulations regarding maintenance and use of specialized equipment.

_____ _____ Maintains currency on latest products and trends by reading trade publications, attending seminars and trade shows, and developing and maintaining vendor contacts.

__E__ _____ 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:

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

Minimum Experience:

- 2 Years

Minimum Field of Expertise:

- Knowledge of particular specialized equipment plus experience in stockroom supervision.

Preferred Education:

- Bachelor's Degree

Preferred Experience:

- 3 Years

Skills: Other:

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Knowledge of applicable laws/policies/principles/etc.
- Negotiation
- Networking
- Organization
- Problem identification and resolution
- Research
- Scheduling
- Supervisory Skills

Supervises: Level:

- Supervises employees who do not supervise

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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