UNIVERSITY OF SOUTHERN CALIFORNIA

General Services, Senior

Job Code: 179547

Grade: PH
OT Eligible: Yes
Comp Approval: 8/22/2008

JOB SUMMARY:
Performs advanced general services procedures. Trains Journeymen. Coordinates work in general services and follows up on work orders to ensure job completion.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ _______ Trains Journeymen in a wide variety of general services skills and tasks.
______ _______ Identifies and resolves emergency situations.
______ _______ Estimates materials required to complete jobs.
______ _______ Works from blueprints, specifications and plans.

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: 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:
2 Years

Minimum Field of Expertise:
Experience with general services. General understanding of other job components for a variety of jobs. General knowledge of city and state building codes, University standards and other requirements for workplace safety. Knowledge of special equipment such as core drillers and jackhammers. Ability to work independently. Also experience in minor concrete work, saw cutting or blacktop patching. Able to complete small jobs within own discipline with minimal supervision.

Skills: Administrative:
- Understand and apply policies and procedures

Skills: Other:
- Analysis
- Assessment/evaluation
- Customer Service
- Organization
- Planning
- Problem identification and resolution
- Teaching/Training

Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Handheld power tools and non power tools
- Personal computer
- Shop/construction machinery

Skills: Trade/Auxiliary:
- Basic machinery maintenance
- Communicate with others to gather information
- Estimate materials costs
- Inspect and evaluate the quality of products
- Knowledge of city and state building codes
- Maintain records, logs, etc.
- Operate forklifts and other heavy moving equipment
- Prepare reports and/or maintenance records
- Read and interpret maps, charts, plans, etc.
- Read, write, and follow verbal instructions
- Understand and apply policies and procedures
- Use and/or operate various stationary machinery, hand held power tools, and/or non power tools
- Use basic mathematics to solve problems

Supervises: Level:
- Trains journeymen and other employees on specific skills and tasks as required

Comments:
- Valid California State Driver’s License required. Demonstrated ability to speak English.
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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