UNIVERSITY OF SOUTHERN CALIFORNIA
Facilities Monitor
Job Code: 181108

Grade: D
OT Eligible: Yes
Comp Approval: 9/30/2011

JOB SUMMARY:
Patrols and monitors building and/or laboratory during use. Ensures all doors are secured. Documents building, safety and/or security issues.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

——— ——— Patrons and monitors building and/or laboratory during use. Ensures and monitors building access by authorized individuals after normal work hours. Checks identification as necessary.

——— ——— Ensures all doors are secured. Checks exit doors for security. Ensures building is clear during closing time and all individuals exit the building.

——— ——— Documents building, safety and/or security issues. Contacts appropriate party for assistance.

——— ——— Provides Facilities Manager with information regarding facilities usage, damage, and repair or maintenance needs.

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

Minimum Experience:
0 - 6 months

Minimum Field of Expertise:
Demonstrated good communication skills. Ability to be assertive and verbally forceful.

**Preferred Experience:**
6 - 12 months

**Preferred Field of Expertise:**
Prior security experience.

**Skills: Administrative:**
- Communicate with others to gather information
- Customer service
- Research information
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines
- Use database and/or word processing software

**Skills: Machine/Equipment:**
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**
May oversee student, temporary and/or resource workers.

**Comments:**
May be required to work nights and weekends.

**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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