

UNIVERSITY OF SOUTHERN CALIFORNIA

Irrigation, Lead

Job Code: 179579

Grade:	PJ
OT Eligible:	Yes
Comp Approval:	6/9/2004

JOB SUMMARY:

Performs advanced irrigation procedures. Provides leadership and guidance to journeymen and senior irrigation employees. Assigns and oversees work of other irrigation employees. Sets priorities and timelines. Trains irrigation employees as needed. Coordinates work of irrigation and other trade employees and provides general project management for assigned projects. Assumes leadership role in the absence of supervisor.

JOB ACCOUNTABILITIES:

<u>*E/M/NA</u>	<u>% TIME</u>	
_____	_____	Provides leadership and guidance to journeymen and senior irrigation employees. Assigns and oversees work of other irrigation employees. Sets priorities and timelines. Ensures timely completion within cost and quality constraints. Assumes leadership role in the absence of supervisor.
_____	_____	Trains and assists irrigation employees in a variety of skills and tasks. Identifies additional training or defines needs for new or continuing training that would benefit employees.
_____	_____	Performs advanced irrigation procedures.
_____	_____	Coordinates activities of irrigation employees and other trades to ensure timely and cost effective job completion.
_____	_____	Ensures compliance and implementation of city and state building codes and provides for safety of employees throughout duration of projects.
_____	_____	Identifies and reports needs for maintenance, replacement and/or repair.
_____	_____	Maintains all University irrigation systems.
_____	_____	Reads and interprets blueprints for materials, lay-outs, etc.
_____	_____	Prepares reports and/or maintenance records, as needed.
_____	_____	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.**

JOB QUALIFICATIONS:

Minimum Education:

High School or equivalent

Minimum Experience:

5 Years

Minimum Field of Expertise:

Extensive irrigation experience. Irrigation experience as a Journeyman/Senior Irrigation worker with progressive levels of leadership responsibility. Thorough knowledge of soils and plants. Demonstrated project management skills. Thorough comprehension of job components for irrigation projects, including other trades. Demonstrated strong interpersonal and communication skills. Thorough knowledge of city and building codes, and other requirements for workplace safety.

Skills: Other:

- Assessment/evaluation
- Communication -- written and oral skills
- Lead/Guidance Skills
- Project management
- Teaching/Training

Skills: Machine:

- Computer Network (Department or School)
- Handheld power tools and non power tools
- Personal Computer

Skills: Trade/Auxiliary:

- Knowledge of city and state building codes
- Maintain records, logs, etc.
- Prepares reports and/or maintenance records
- Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
- 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

Supervises: Level:

- Leads one or more employees performing similar work
- Trains journeymen and other employees on specific skills and tasks as required

Supervises: Nature of Work:

- Service/Maintenance

Comments:

California State driver's license required.

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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