



**USC** University of  
Southern California

## Assistant Facilities Manager Job Description

### JOB INFORMATION

Job Code:	181114
Job Title:	Assistant Facilities Manager
FLSA Status:	Exempt
Supervisory:	
Job Family:	Facilities
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

### JOB SUMMARY

The Assistant Facilities Manager works closely with the Facilities Manager to maintain the condition of all university facilities, including building and grounds, and to ensure asset protection, sanitation and security, as well as safety conditions are met. Has responsibility to assign, track, and evaluate status of work assigned to staff and contractors.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Related undergraduate study	
	X	Bachelor's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Coursework and/or experience in business administration.
X		Demonstrated supervisory experience in facilities management that includes time management and application of problem-solving skills.

#### Other Job Factors

**JOB ACCOUNTABILITIES**

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supervises unit employees and/or student workers in the absence of Facilities Manager. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines and ensures timely completion of unit's work.				
Assists with coordination of facilities operations, maintenance, construction, and renovation projects with university departments and/or outside contractors and vendors. Compiles data for cost allocation and creates status/project reports, as requested by senior management.				
Monitors and analyzes facilities expenses. Assists with developing facilities cost projections, as required.				
Collaborates with Facilities Manager to prepare long and short range plans for the use of facilities. Maintains analysis of space and equipment requirements and allocates usage based on departmental priorities.				
Conducts safety inspections, determining whether conditions are safe and any remedial actions required to allow work to continue. Ensures compliance with health and safety, environment and risk management policies and procedures in conjunction with the Facilities Manager. Provides health and safety equipment, as needed.				
Develops and implements deferred maintenance and preventative maintenance programs. Inspects equipment and coordinates required repairs and/or purchases.				
Coordinates energy management programs to achieve reduction of associated costs.				
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.				

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I

understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.