



JOB INFORMATION

<i>Job Code:</i>	180323
<i>Job Title:</i>	Building Systems Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Trades/Maintenance
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Has responsibility for the Building Systems unit with oversight of the operation and maintenance of all mechanical systems and equipment for high tech buildings (e.g., Molecular, Grand, Galen, Photonics, Loker). Ensures proper maintenance for all building equipment, including mechanical and control systems, in high tech University facilities. Manages and coordinates all building projects for heating, ventilation and engineering systems. Oversees general maintenance and mechanical trades personnel. Provides leadership to ensure that high standards of quality service and customer satisfaction are maintained.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Specialized/technical training	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in mechanical trade including all types of mechanical systems and equipment with progressive levels of supervisory and/or project management responsibility.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Thorough knowledge of building systems including HVAC, plumbing, electrical, environmental chambers, chemical storage and exhaust systems. Experience in high technical building setting with a 24/7 operation, fast paced customer service and diverse environment with knowledge of national, state and local codes and accreditation standards.
X		Thorough comprehension of job components for all projects, including structural trades. Demonstrated excellent communication skills.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees facilities operation and maintenance of building systems and equipment installation within high tech buildings. Manages, organizes, and schedules projects to meet objectives. Develops, implements, and documents operating policies, procedures and systems to support project management operations. Identifies potential problems and alternatives and take corrective action as needed.				
Develops, implements, and documents operating policies, procedures and systems to support project management operations. Identifies potential problems and alternatives and take corrective action as needed.				
Supervises facilities staff on a project basis. Screens and interviews applicants and makes hiring decisions or recommendations. Trains staff and counsels or recommends disciplinary action. Provides performance feedback and assists with preparing documented appraisals. Determines and/or recommends unit salary administration including raises, promotions and/or reclassifications.				
Trains journeymen and other employees on specific skills and tasks as required to maintain high technical building systems.				
Manages the planning and work schedules for all mechanical systems and equipment work and/or projects, including outside contractors' work, in all mechanical areas. Negotiates and oversees subcontracted services as necessary. Provides project guidance and ensures conformance with campus planning and design guidelines.				
Manages the preventive maintenance program(s) for specific University facilities. Ensures compliance with city and state building codes and provides for safety of employees throughout the duration of work projects.				
Provides diagnostic, testing and engineering services for University buildings and facilities.				
Develops and maintains building maintenance project budgets. Authorizes expenditures and monitors account reconciliation and status to ensure compliance with University guidelines and policies. Provides projections and reports for budget development and administration purposes.				
Liaises with other University departments, contractors and/or vendors for problem resolution of maintenance and/or mechanical trades issues.				
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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.