



JOB INFORMATION

<i>Job Code:</i>	180066
<i>Job Title:</i>	Door Carpentry Specialist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Trades/Maintenance
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Maintains operation of fire-rated and designated Americans with Disabilities Act (ADA) compliant doors, and manages records of their locations, operational status and inspections. Initiates, coordinates, executes, designs, and documents door and door hardware installation, maintenance and replacement projects. Oversees and documents processes, progress, costs, and quality control of door-related construction projects. Responsible for coordinating and overseeing preventive maintenance for ADA-compliant doors, door operators, and door hardware.

JOB QUALIFICATIONS:

Education

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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	of experience in commercial and/or institutional door repair, installation, and/or automatic door operator adjustment.
	X	10 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		Proven experience working with contractors, project managers, and construction personnel on door installation projects.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated experience reviewing construction drawings and specifications, and with proper procedures for safe operation of equipment.
X		Excellent organization and project management skills.
X		Proficiency with relevant computer programs (e.g., Microsoft Office and Adobe Creative suites).
X		Excellent written and oral communication skills.
	X	Demonstrated experience with door installations and automatic door operator maintenance.
	X	Experience in a higher education environment.

Licenses

Req	Pref	License(s)
X		Valid California Driver's License

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		American Association of Automatic Door Manufacturers (AAADM) certification.
	X		Fire Door Assembly Inspectors (FDAI) certification.

Other Job Factors

- Must own designated hand tools.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Maintains operation of designated Americans with Disabilities Act (ADA) compliant and fire-rated doors, and manages records of their locations, operational status and inspections. Coordinates and oversees preventive maintenance for ADA-compliant doors, door operators, and door hardware. Responds to requests for maintenance and door replacements, representing Facilities Management Services.				
Initiates, designs, reviews, and executes door replacement project proposals, specifications, construction, and installation plans, ensuring all are in compliance with university and federal policies, standards, and regulations. Coordinates with internal/external stakeholders (e.g., vendors, facilities trade employees) to acquire, maintain, repair, and replace doors, automatic operators, and door hardware. Builds relationships with contractors, and maintains database of contacts.				
Oversees and documents processes, progress, costs, and quality control of door-related construction projects. Monitors project adherence to specifications at all phases of construction and coordinates corrective action as necessary.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		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.