



JOB INFORMATION

Job Code:	181115
Job Title:	Facilities Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Facilities
Job Family Group:	Facilities Management and Construction
Management Level:	5 Manager

JOB SUMMARY

Manages the maintenance, renovation, allocation and utilization of space and equipment of one or more University facilities of significant size.

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 along with work experience in facilities management

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, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit's work.				
Coordinates with university departments and/or outside contractors and vendors for facilities operations and maintenance and construction and renovation projects.				
Develops and administers the annual operating budget for facilities managed. Reviews, authorizes and monitors expenses for utilities, materials and supplies, repairs, maintenance and project work. Provides budget reports on a regular basis.				
Prepares long and short range plans for the use of facilities. Maintains analysis of space and equipment requirements and allocates usage based on departmental priorities.				
Develops and implements deferred maintenance and preventative maintenance programs.				
Manages environmental health and safety programs. Conducts safety inspections, determining whether conditions are safe and any remedial actions required to allow work to continue. Provides health and safety equipment. Maintains records for compliance with government and university regulations.				
Conducts periodic security surveys. Coordinates and resolves security concerns. Controls procedures for facility access to include establishment of guidelines for issue of keys and maintenance of related records.				
Inspects equipment and coordinates required repairs and/or purchases.				
Coordinates and monitors construction and renovation projects. Provides cost and status reports as requested.				
Manages telecommunications system for assigned facility to include coordination with vendor on installation, maintenance and upgrade of systems. Provides for training of staff as needed.				
Coordinates energy management programs to achieve reduction of associated costs.				
Interfaces with general counsel and other appropriate university offices to obtain approval for legal documents.				

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: 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.