



JOB INFORMATION

Job Code:	179395
Job Title:	General Maintenance Worker
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Trades/Maintenance
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides general maintenance and repair for the appliance, electric, carpentry, painting and plumbing trades. Makes recommendations to resolve recurring problems.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		<1 year	
	X	1 year	

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		Knowledge of thermodynamic laws, refrigerator cycles, electricity principles, test/detection instruments, hand/power tools, wood finishing, AC/DC currents, wiring, painting, construction and plumbing
	X	Knowledge of all applicable safety procedures and precautions.
	X	Clean DMV record.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides customer service to students, faculty, staff and external customers. Meets customer needs, offers options, resolves problems and follows up with customers. Ensures full customer satisfaction without unnecessarily referring customer to other staff members. Maintains friendly, helpful demeanor.				
Provides on-going preventive maintenance for appliances including air conditioners, heaters, refrigerators, stoves, ovens and dishwashers.				
Troubleshoots and repairs or replaces appliance parts and perform repairs on commercial kitchen equipment (e.g., walk-in coolers, freezers, ice machines, dish machine conveyor belts, slicers, dishwashers, electric ranges) as needed.				
Maintains appliance part inventory.				
Builds interior walls, fabricates cabinets, drawers and screens, assembles furniture. Repairs or replaces closet doors, drawers, non-fire rated doors, door locks, closers and hinges, tiles, bathroom fixtures, etc. Performs preventive maintenance.				
Installs safety restraints on cabinets and furniture. Patches and stretches carpet, replaces broken windows and ceiling tiles, and performs caulking.				
Repairs or replaces light bulbs, ballasts, switches, plugs, light fixtures, etc. Maintains room wiring systems and emergency exit signs, adjusts timers, tests and replaces smoke detectors and emergency lights. Secures electrical wires. Repairs vacuum cleaners as needed.				
Prepares walls for painting, patches holes, replaces dry wall, paints. Stains and refinishes wood work (e.g., wall paneling, furniture). Assists in roof repairs, and repairs or replaces tiles.				
Repairs or replaces various plumbing fixtures and hardware (e.g., faucets, shower fixtures, water fountains, garbage disposals, sinks, toilets).				
Unclogs sluggish or stopped drains, including main drains. Performs minor repairs on water heaters.				
Performs light welding, light vehicle maintenance. Performs utility work, e.g., installing or removing posts and signs, patching street holes with asphalt, repairing gates, etc.				

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.