



**USC** University of  
Southern California

## General Services Lead Job Description

### JOB INFORMATION

<i>Job Code:</i>	179551
<i>Job Title:</i>	General Services Lead
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Serves as a lead to general services staff who move, pickup, deliver and/or install equipment, furniture and other materials, as assigned. Hangs banners and signs. Assists with remodeling projects, including demolition. Assists with event set-up and break down. Assists other trades, as needed.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	

#### 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		3 years	of experience in moving furniture and general maintenance and guiding the work of others.
	X	4 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 driving 1 1/2 ton trucks.
X		Demonstrated ability to learn city and state building codes, OSHA rules and regulations, university standards and other requirements for work place safety.
X		Demonstrated ability to speak English.
X		Demonstrated ability to work with others.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated ability to lead others.

## Licenses

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

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads general services staff or others who move, pickup and/or deliver equipment, supplies and other materials. Arranges access for furniture moves. Leads relocation of office furniture, equipment, lab materials, etc. Installs modular furniture and objects such as framed art on walls. Delivers and installs rental equipment and furniture. Repairs custom equipment, as needed. Makes recommendations regarding rental agreement needs, as appropriate.				
Assists supervisor, as needed, with scheduling, supervision and management of department.				
Hangs banners and signs from buildings and trees, as assigned. Fixes plexiglass maps, as needed.				
Assists with remodeling projects, including demolition. Disposes of furniture and materials, as needed, according to university and state standards and guidelines.				
Leads others setting-up and breaking-down event equipment and furniture.				
Assists with or performs maintenance and/or repairs for gas/diesel powered vehicles and related equipment. Determines repair needs for vehicles, as appropriate.				
Operates forklifts and other heavy moving equipment. Operates specialized tools (e.g., jackhammers, pallet-jacks, etc.) as required.				
Assists other trades such as carpenters, painters, etc. with a variety of duties related to trade, under supervision.				

## 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 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.