



JOB INFORMATION

Job Code:	179659
Job Title:	Maintenance Mechanic
FLSA Status:	Non-Exempt
Supervisory:	May lead one or more employees performing similar work.
Job Family:	Building/Groundskeeping
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Coordinates maintenance and repair services on gasoline and diesel powered vehicles. Examines vehicles, diagnosis the source of trouble, and determines extent of repairs required. Plans and schedules preventive maintenance and inspections. Maintains computerized and manual maintenance records.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	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		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		Experience in performing vehicle safety inspections in accordance with federal and state guidelines.
X		Basic computing skills including use of spreadsheets.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Schedules and coordinates maintenance and/or repairs of university vehicles including pick up and delivery to/from outside repair contractors. Interfaces with outside repair contractors to expedite unscheduled service requests. Reviews and approves costs for maintenance and repairs.				
Plans and schedules maintenance, repairs and inspections for electric carts/scooters and gasoline vehicles such as trucks and vans.				
Repairs, replaces and/or adjusts motors, electrical chargers, electrical/electronic systems, ignitions systems, lights, headlights, brakes, solenoids, windshields and worn or broken parts (e.g., bearings on electric carts/scooters) as needed. Installs and repairs accessories (e.g., heaters, mirrors).				
Assists electricians and A/C technicians as requested with special projects such as the repair and maintenance of A/C units and transporting, relocating and installing of generators.				
Assists with repairs, maintenance and/or transportation of equipment such as ride-on lawn mowers, scrubbers, forklifts, tractors and street sweepers as requested.				
Recommends tools and equipment to be purchased by Fleet Services and Waste Management as needed.				
Assists outside construction contractors by advising how and where to load/unload supplies. Relocates obstacles that impede access to site. Troubleshoots issues that may arise as requested by outside contractors.				
Maintains and/or repairs flat bed gates on carts and/or trailers used to deliver equipment university-wide. Designs and builds flat bed gates as required.				
Repairs entry and exit gates as needed.				

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.