



JOB INFORMATION

<i>Job Code:</i>	179407
<i>Job Title:</i>	Maintenance Technician I
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student and/or temporary workers.
<i>Job Family:</i>	STAR Team
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs a variety of maintenance tasks until proficiency is attained in all designated trade areas such as electrical, plumbing, air conditioning, carpentry, locksmith or painting independently or as part of a team, as assigned. Participates in the Maintenance Pay for Knowledge and Skills Program, including on-the-job training to learn and/or perform specialized skills found at Level II and III.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Less than high school	
	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		<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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated successful work history.
X		Basic knowledge of most trade tools.
X		General knowledge of most of standard safety practices and equipment.
	X	Experience in a university support position.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	General knowledge of all campus buildings.
	X	Ability to read and write in English.

Pay for Skills

For use with specific Facilities positions only.

Replace pole light globes
 Replace cove base
 Install pigeon spikes
 Install wall mounted doorstop
 Install kick plate on door
 Repair pigeon nets
 Install/replace corner guards
 Clean roofs
 Clean gutters and down spouts
 Replace toilet seats
 Replace/install drop-down door stopper
 Set snap trap
 Perform chemical transfer (+)
 Replace/install door sweeps
 Flood response
 Check and clean roof drains
 Clean and paint AC vents
 Replace hardware for restroom partitions
 Replace pleated filters
 Clean/repair soap dispensers
 Remove graffiti
 Cut and install ceiling tiles
 Replace LUWA filters
 Replace incandescent lamps and high pressure sodium lamps
 Check air compressors
 Replace fluorescent, HID, quartz lighting
 Order materials from stockroom
 Test and certify eye washes/Test and certify safety showers

Other Job Factors

- May require frequent bending, reaching climbing and heavy physical effort (over 50 pounds).
- Frequent use of safety equipment required.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs a variety of maintenance tasks until proficiency is attained in all designated trade areas such as electrical, plumbing, air conditioning, carpentry, locksmith or painting independently or as part of a team, as assigned.				
Repairs and/or replaces equipment and equipment components.				
Uses hand-held and power tools and equipment in an efficient and effective manner.				
Prepares reports and/or maintenance records, as needed.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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.