



## JOB INFORMATION

Job Code:	155023
Job Title:	Specialized Equipment Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees who do not supervise.
Job Family:	Special Equipment/Material Handling
Job Family Group:	Administrative Support
Management Level:	5 Manager

## JOB SUMMARY

This position is responsible for providing service for users of specialized equipment, coordinating delivery and distribution of equipment and related materials. The Specialized Equipment Manager maintains updated inventory of department specialized equipment, analyzes department needs, makes recommendations, and coordinates the acquisition of specialized equipment. This position is also responsible for ensuring compliance with all applicable rules and regulations regarding specialized equipment, liaising with external personnel and internal departments to ensure availability of specialized equipment, and maintaining awareness and knowledge of changes in the industry, while supervising all assigned personnel.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
	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	
	X	3 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		Knowledge of particular specialized equipment plus experience in stockroom supervision.

### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides services for users of specialized equipment. Coordinates delivery and distribution of all specialized equipment and related materials. Advises on proper use of equipment, when appropriate. Assists in completion of equipment request forms if applicable, locates and retrieves requested items, counts and logs equipment, delivers to user, checks in returned items and stores in proper location.				
Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Maintains ongoing, updated inventory of department equipment. Oversees the asset management system and ensures inventory levels and other related materials are maintained per department standards. Maintains equipment, including cleaning and/or laundering, if applicable. Repairs equipment and/or arranges for repairs that cannot be performed in house. Coordinates proper disposal of non-repairable equipment when necessary.				
Analyzes department needs for specialized equipment. Works with purchasing to determine availability, vendors, costs, etc. Surveys vendors to ensure that purchases comply with policies, regulations and university purchasing procedures, as necessary. Prepares reports and recommends procurement of specialized equipment and materials for department use.				
Coordinates acquisition of specialized equipment and materials through purchase, rental, loan or donation. Assists with the university procurement process if necessary.				
Ensures compliance with all applicable rules and regulations regarding maintenance and use of specialized equipment. Ensures the implementation and enforcement of University and CAL-OSHA policies relating to safety, health, and fire prevention, as required.				
Liaises with external personnel, (e.g., Los Angeles Police Department) and internal university departments (e.g., Department of Public Safety) to ensure the availability of specialized equipment and other materials.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.				
May serve as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

## 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		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.

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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.