



USC University of
Southern California

Trades Specialist, Lead Job Description

JOB INFORMATION

| | |
|-------------------|--|
| Job Code: | 180315 |
| Job Title: | Trades Specialist, Lead |
| FLSA Status: | Non-Exempt |
| Supervisory: | |
| Job Family: | Trades/Maintenance |
| Job Family Group: | Facilities Management and Construction |
| Management Level: | 7 Individual Contributor |

JOB SUMMARY

Serves as a Trades Specialist, Lead performing advanced shop procedures in one of the following programs, (fire, life, safety systems, high voltage distribution systems and electrical repairs; steam distribution and boiler repairs; plumbing systems; AC systems; Lock Shop Program). Has responsibility for oversight and coordination of trades personnel within a shop/team. Assists supervisor on a variety of mechanical trade specialty procedures and compliance programs. Assigns tasks, schedules work locations and monitors assigned areas and activities. Coordinates work of employees, including trades, non-trades, contractors and provides general project management for assigned projects. Assists supervisor with training and guidance to ensure that high standards of quality, service and customer satisfaction are maintained. May assume leadership role in the absence of supervisor as assigned and/or designated.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|--------------------------------|----------------|
| X | | Specialized/technical training | |
| X | | High school or equivalent | |
| | X | Associate'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 | | 5 years | |
| | X | 12 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 | | Extensive experience in designated trade (mechanical, electrical, or plumbing). |
| X | | Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. |
| X | | Additional five years minimum journeyman experience in specialty trade area. |
| X | | Demonstrated project management skills and ability to resolve job related problems. |
| X | | Thorough comprehension of job components for all projects, including other trades. |
| X | | Thorough understanding of costs, materials and estimating procedures. |
| X | | Demonstrated strong interpersonal and lead skills. |
| X | | Ability to work effectively with vendors, customers and other trade employees. |
| X | | Knowledge of computer billing systems. |
| X | | Demonstrated strong verbal and written communication skills. |
| X | | Knowledge of human resources policies and procedures. |
| X | | Extensive knowledge of trade related methods, materials, tools and equipment. |
| X | | Thorough knowledge of specialty trade, city and state building codes, OSHA rules and regulations, standard safety practices and equipment and other requirements for workplace safety. |
| | X | Complete familiarity with university campuses and mechanical systems and infrastructure preferred. |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Provides team leadership and guidance to trade journeymen and other personnel, including contractors. Assigns and oversees work of assigned team. Sets Priorities and timelines. Provides feedback on performance, disciplinary actions, promotions, etc. Ensures timely completion within cost and quality constraints. | | | | |
| Trains and assists employees in a variety of skills and tasks. Identifies additional training or defines needs for new or continuing training that would benefit employees. | | | | |
| Performs advanced/specialty procedures. Assists supervisor in project management and coordination of compliance, regulatory testing and preventive maintenance projects. | | | | |
| Coordinates activities of trade employees and other personnel to ensure timely and cost effective job completion. | | | | |
| Interprets rules, regulations, policies and procedures. Ensures compliance and implementation of city and state building codes and provides for safety of employees throughout duration of projects. | | | | |
| Identifies and reports need for maintenance, replacement and/or repair. Purchases materials and services as needed. | | | | |
| Oversees quality of workmanship of outside contractors. | | | | |
| Assists in the preparation and maintenance of records, reports and correspondence as required. | | | | |
| Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. | | | | |

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 | | 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 |

Other Requirements

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