



USC University of Southern California

Zones Team Leader Job Description

JOB INFORMATION

Job Code:	179434
Job Title:	Zones Team Leader
FLSA Status:	Non-Exempt
Supervisory:	Leads 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

Serves as a team leader responsible for supervising and training a group within a work zone. Assigns tasks, schedules work locations, and monitors assigned areas and activities. Maintains campus building/facilities' conditions and appearance, performing varied maintenance tasks. Assists in the administration of the Pay for Skills program and/or other development program(s).

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	5 years	as a journeyman in one or more specialty trade areas

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven experience in landscape management and/or maintenance, able to work with all levels of maintenance staff and management.
X		Demonstrated experience in leadership/supervisory roles.
X		Excellent written and oral communication skills, able to prepare and maintain documentation.
X		Demonstrated planning, training and problem-solving skills.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience with Pay for Skills documentation.
X		Extensive knowledge of general maintenance equipment (e.g., power tools), standard safety practices and requirements.
X		Knowledge of building/facilities maintenance

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Valid California driver's license.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Serves as a team leader responsible for supervising staff/groups within work zones and/or on assigned projects. Trains, allocates and monitors work of maintenance staff. Schedules and assigns staff to work locations and coordinates special events.				
Makes needed maintenance repairs, using and maintaining power tools and equipment. Performs varied tasks to maintain campus building/facilities' conditions and appearance, including general maintenance (e.g., electrical, plumbing, carpentry, painting).				
Assists supervisor in the administration of the Pay for Skills program and/or other development program(s). Provides management input (e.g., regarding disciplinary actions, pay raises, promotions) as needed. Interprets rules, regulations, policies and procedures. Coordinates maintenance needs, objectives and Pay for Skills and/or other training with departments.				
Provides updates and assistance to customers and relevant stakeholders. Identifies and reports maintenance problems to supervisor. Prepares written correspondence, reports and/or maintenance records.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

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.