

UNIVERSITY OF SOUTHERN CALIFORNIA

Facilities Technician

Job Code: 181109

Grade: G
OT Eligible: Yes
Comp Approval: 8/9/1995

JOB SUMMARY:

Provides general maintenance and repairs for facilities and equipment which may include electrical, carpentry, painting, plumbing and locksmith services. Handles technical management of telecommunications equipment and access. Assists in day-to-day management of facilities.

JOB ACCOUNTABILITIES:

\*E/M/NA % TIME

- Provides general maintenance and repairs for facilities and equipment (e.g., air conditioners, heaters, appliances, furniture, pumps, copiers, cooling towers video equipment, door locks, cabinets, sinks, etc.), which may include electrical, carpentry, painting, plumbing and locksmith services. Performs installation work and on-going preventive maintenance. Resolves problems and follows through on work order requests.
Maintains logs of facilities and equipment maintenance, repairs and/or requests. Communicates status of work orders to appropriate staff.
Provides technical management services for telecommunications equipment repairs and access. Coordinates installation, removal and repairs. Implements software and hardware changes. Maintains equipment inventory, calling card account log and access privileges. Provides staff training on telephones and voicemail.
Maintains facilities' main security accesses. Orders and maintains keys. Coordinates locksmith services.
Oversees routine maintenance inspections of facilities for deficiencies, health and safety hazards, and/or code violations.
Maintains on-site storage areas. Provides units with adequate space. Implements security related procedures and ensures security measures are in place.
Oversees facility maintenance staff and/or student workers as assigned. Monitors and follows-up on the status of work order requests to ensure assignments are completed properly and within established timeframe.
Assists with special projects as needed or required. Oversees facilities services in the absence of facilities manager.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY REPSONSE/RECOVERY:

Essential: [ ] No

Yes 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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

High School or equivalent  
Combined experience/education as substitute for minimum education

**Minimum Experience:**

1 Year

**Minimum Field of Expertise:**

Experience in general maintenance and repair for carpentry, electrical, plumbing, locksmith, painting, mechanics and engineering (e.g., air conditioning, heating, and refrigeration systems) trades. Knowledge of telecommunications software and hardware.

**Preferred Education:**

Bachelor's Degree  
Specialized/Technical Training

**Preferred Experience:**

2 Years

**Skills: Administrative:**

Assemble and organize numerical data  
Communicate with others to gather information  
Coordinate work of others  
Gather data  
Prioritize different projects  
Understand and apply policies and procedures

**Skills: Machine:**

Personal Computer

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.