

UNIVERSITY OF SOUTHERN CALIFORNIA

Facilities Manager

Job Code: 181115

Grade:	K
OT Eligible:	No
Comp Approval:	2/25/2016

JOB SUMMARY:

Manages the maintenance, renovation, allocation and utilization of space and equipment of one or more University facilities of significant size.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|--|
| _____ | _____ | Supervises unit employees and/or student workers, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit's work. |
| _____ | _____ | Coordinates with university departments and/or outside contractors and vendors for facilities operations and maintenance and construction and renovation projects. |
| _____ | _____ | Develops and administers the annual operating budget for facilities managed. Reviews, authorizes and monitors expenses for utilities, materials and supplies, repairs, maintenance and project work. Provides budget reports on a regular basis. |
| _____ | _____ | Prepares long and short range plans for the use of facilities. Maintains analysis of space and equipment requirements and allocates usage based on departmental priorities. |
| _____ | _____ | Develops and implements deferred maintenance and preventative maintenance programs. |
| _____ | _____ | Manages environmental health and safety programs. Conducts safety inspections, determining whether conditions are safe and any remedial actions required to allow work to continue. Provides health and safety equipment. Maintains records for compliance with government and university regulations. |
| _____ | _____ | Conducts periodic security surveys. Coordinates and resolves security concerns. Controls procedures for facility access to include establishment of guidelines for issue of keys and maintenance of related records. |
| _____ | _____ | Inspects equipment and coordinates required repairs and/or purchases. |
| _____ | _____ | Coordinates and monitors construction and renovation projects. Provides cost and status reports as requested. |
| _____ | _____ | Manages telecommunications system for assigned facility to include coordination with vendor on installation, maintenance and upgrade of systems. Provides for training of staff as needed. |
| _____ | _____ | Coordinates energy management programs to achieve reduction of associated costs. |
| _____ | _____ | Interfaces with general counsel and other appropriate university offices to obtain approval for legal documents. |

- _____ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. 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.
- _____ _____ Serves 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.
- _____ _____ 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 RESPONSE/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:

Related undergraduate study
Combined experience/education as substitute for minimum education

Minimum Experience:

2 years

Minimum Field of Expertise:

Coursework and/or experience in business administration along with work experience in facilities management

Preferred Education:

Bachelor's degree

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Negotiation

- Organization
- Planning
- Problem identification and resolution
- Project management
- Scheduling
- Supervisory skills

Supervises: Level:

Supervises employees and/or student 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.

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